

# BOARD BOOK

**FEBRUARY 19, 2026**



Citizens and staff can participate in person or by teleconference with the following [link](#). The meeting includes an opportunity for public comment. Any Citizen participating in the meeting via teleconference who wishes to make a public comment, must submit their public comment, via email, to [comments@shawneecc.edu](mailto:comments@shawneecc.edu) by 2:00 p.m. on February 19, 2026. Public comments submitted via email will be announced during the public comment portion of the meeting.



REGULAR MEETING  
BOARD OF TRUSTEES DISTRICT NO. 531  
RIVER ROOM, ULLIN, IL  
FEBRUARY 19, 2026  
6:00 P.M.

Board Book 1

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **A Few Moments of Voluntary Prayer and Reflection**
- IV. **Roll Call**
  
- V. **Agenda & Addendums**
  
- VI. **Recognition of Guests and Public Comment**  
**Employee Introductions:**  
Kendra Parker, Administrative Assistant, Allied Health & Nursing  
Samantha Wilcox, Welding Faculty  
Trina Moore, Testing Center Assistant
  
- VII. **Communications**
  - A. [Student Report](#) - Landon Stafford
  - B. [Faculty](#) - Jesse Smith-Fulia
  - C. [President](#) - Dr. Tim Taylor
  - D. Senior Leadership
    - i. [Academic Affairs](#) - Dr. Melanie Pecord, Interim
    - ii. [Administrative Services](#) - Chris Clark
    - iii. [Human Resources](#) - Felicia Rouse
    - iv. [Institutional Effectiveness](#) - Dr. Kristin Shelby
    - v. [Public Information & Marketing](#) - Kevin Hunsperger
    - vi. [Saints Foundation](#) - Shane Bennett
    - vii. [Student Affairs](#) - Jeff McGoy
  - E. [Illinois Community College Trustees Association](#) - Andrea Witthoft
  
- VIII. **Monitoring Reports & Board Policy Review**
  - A. None
  
- IX. **Consent Agenda**
  - A. Disposition of 12/18/25 Regular Board Meeting [Minutes](#)
  - B. Disposition of 01/15/26 Board Retreat [Minutes](#)
  - C. Disposition of 02/02/26 Board Finance Committee Meeting [Minutes](#)
  - D. Acceptance of [Treasurer's Report](#)
  - E. Consideration for Ratification of [December & January Bills](#)
  - F. Acceptance of [Personnel Report](#)
  - G. Consideration of Approval for [Shawnee Development Council Lease](#) (📄 6pp)
  - H. Consideration of Termination of the [Five County Lease](#) (📄 1p)
  - I. Consideration of Approval of the [Guiding Principles](#) (📄 4pp)
  - J. Consideration of Approval of [Board Goals](#) (📄 1p)
  - K. Consideration of Acceptance of [President Evaluation](#) (📄 1 p)
  - L. Consideration of Approval of the [AY27 College Catalog](#)
  - M. Presentation of the [Fall 2025 Graduates](#) (📄 3pp)
  - N. Consideration of Approval for the [ICCTA Faculty of the Year Nomination](#)
  - O. Consideration for Approval of [Collective Bargaining Team](#)

- X. **Shared Governance – Administrative Update**
  - A. New/Revised Policy
    - i. None
  - B. New/Revised Operating Standard
    - i. [A7400.60](#) Immigration Enforcement Activity & Law Enforcement Access Management
- XI. **Presentations, Discussion, and Action Items**
  - A. Presentation of the New [Feedback \(Your Voice Matters\) Landing Webpage](#)
  - B. Board Finance Committee [Update](#) (📄 1p)
  - C. Consideration of Approval for [Tenure Faculty Reemployment](#)
  - D. Consideration of Approval for [Non-Tenured \(Probationary\) Faculty Reemployment](#)
  - E. Consideration of Approval for [FY27 Tuition & Universal Fee Rates](#) (📄 1p)
  - F. Consideration of Approval for [FY27 Course Fee Rates](#) (📄 4pp)
  - G. Consideration of Approval for Extending [Financial Aid Service Agreement](#)
- XII. **Executive Session**
  - A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5 ILCS 120/2 (c) (1)
    - i. Presentation of the [Compensation Framework](#)
  - B. Consideration of Purchase or Lease of Real Property for the Use of the Public Body pursuant to 5 ILCS 120/2 (c) (5)
  - C. Consideration of Approval Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c) (11)
  - D. Consideration of Self-Evaluation, Practices and Procedures or Professional Ethics pursuant to 5 ILCS 120/2 (c) (16)
- XIII. **Executive Session Action Items**
  - A. Consideration for Approval of Compensation Grade Changes
- XIV. **Trustee Comments**
- XV. **Adjournment**

**Student Trustee  
Board Report, February 19, 2026**

During the month of January, there were only a few events and activities as we experienced severe weather throughout the month. Here are some highlights.

- Friday night Bingo has continued to take place in the Commons area for students at noontime allowing students to win prizes (including cafeteria cash)
- On January 21st, SCC displayed many clubs and organizations at the main campus allowing students to become involved within a specialized group or community

***Submitted by:***  
**Landon Stafford, Student Trustee**

**Faculty  
Board Report, February 19, 2026**

Maggie Calcaterra attended NITOP (National Institute on the Teaching of Psychology) from January 3-6, returning with a wealth of material, including how to promote and negate the use of AI.

Lee VanAlstine submitted a new music course, MUS 146: A History of Country Music, which was approved by the Illinois Articulation Initiative (IAI) as a transfer course for fine arts credit in December. This course will be offered for both face-to-face and online learning beginning in the Fall 2026.

Lee VanAlstine will serve as an IAI GECC Fine Arts Panel representing SCC for upcoming meetings regarding future colleges submitting applications of new Fine arts classes. This is a 3-year agreement. Lee will meet with the panel twice an academic year.

The SCC Jr. High Regional Band Fest will be held Feb.19th in the gym. Music relating to MineCraft, the video game, will be performed.

Lee will be visiting High School band Programs in February to discuss band scholarships with interested parties.

Jan. 14-Dr. April Dollins, Kayde Pender, and Amy Sheffer attended the seminar presenting the new 2026 CPR updates.

Lori Armstrong attended the bimonthly IFLIP 2 grant meeting on Jan. 20th She has emailed STEM faculty at SCC to complete a survey monkey if they are interested in participating in this grant. She also completed the CITI training on Research Security Training requirement for grant participation.

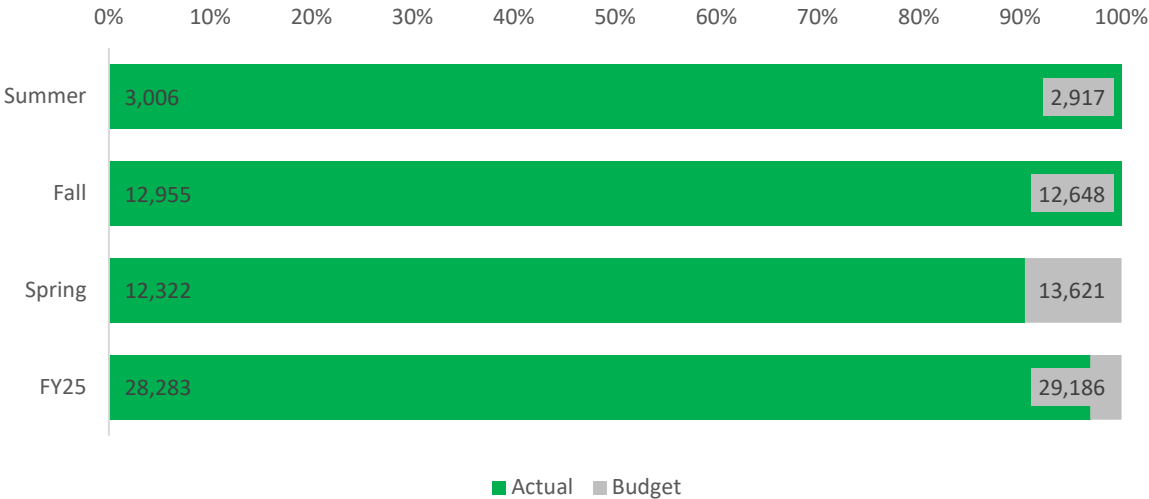
Lori Armstrong set up a PTK Recruitment Table for Clubs and Organizations Day in The Commons on 1/21/2026

***Submitted by:***  
**Jesse Smith-Fulia, S.C.E.A. President**



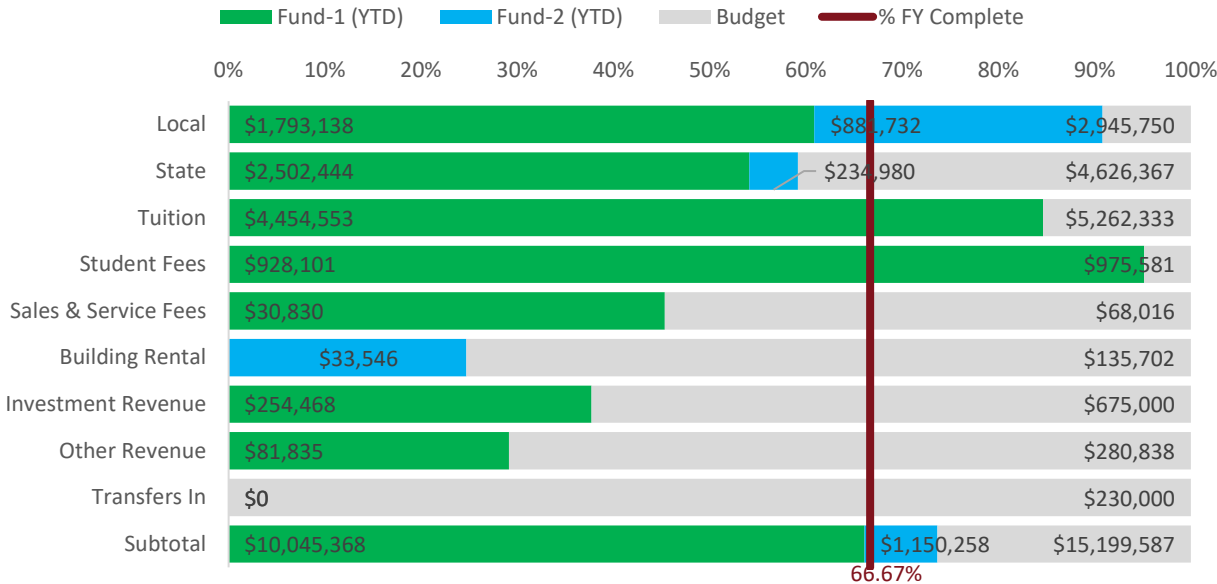
**President's Report  
February 19, 2026**

**Enrollment Dashboard - FY26**



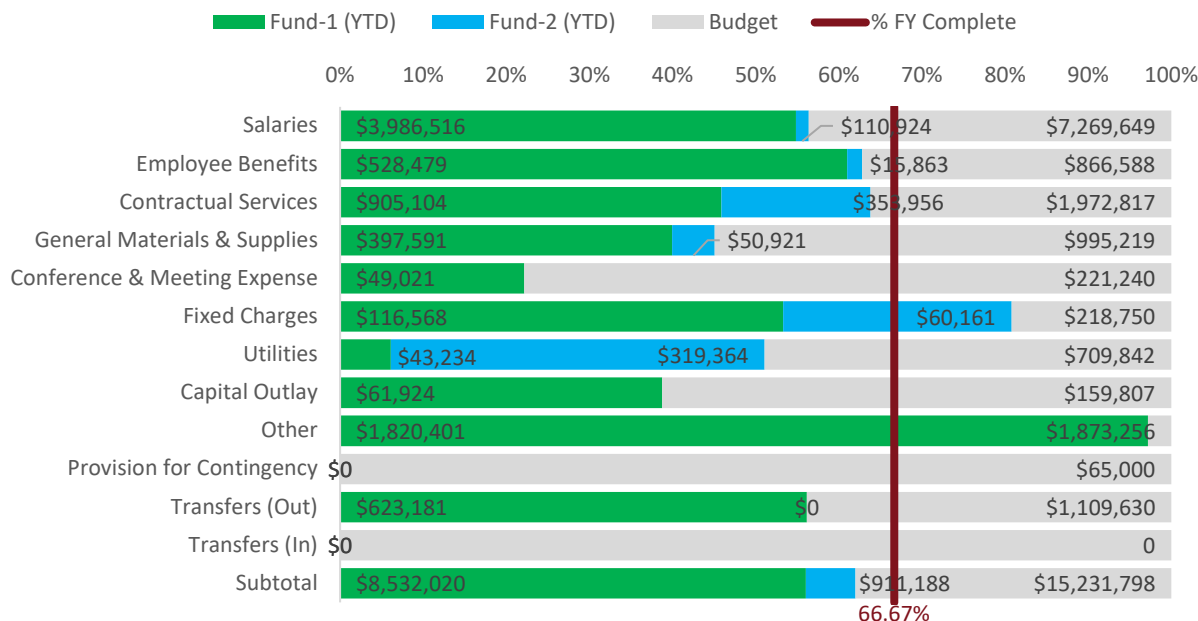
\*Data pulled 02.09.26; credit-hours are a calculated estimate of restricted and unrestricted, we will not know exact credit-hours until several weeks after the semester has ended.

**Operating Revenue - FY26**



\*\* This reflects all operational budget revenue (both Fund-1 & Fund-2); previous reports was Fund-1 only. Budget amounts reflect September (final) budget amendments.

### Operating Expenses - FY26



\*\* This reflects all operational budget expenditures (both Fund-1 & Fund-2); previous reports was Fund-1 only. Budget amounts reflect September (final) budget amendments.

#### Legislative Outreach and Policy Briefs

Since the December Board meeting, my legislative engagement has focused primarily on monitoring newly introduced legislation as the General Assembly moves through the early stages of the Spring session. I have not conducted individual legislator meetings during this period.

At the request of the College’s lobbyist, Frank Bass, I reviewed a range of introduced bills to identify measures that may warrant attention for Shawnee Community College as language develops. At this stage in the process, proposals are often amended substantially, and it is premature to take firm positions. My approach remains to monitor direction, assess potential fiscal or operational impact, and engage as details become clearer.

Several items may merit continued observation because of their possible relevance to community colleges, rural institutions, or student access:

- **Reimbursement and grant proposals** related to veterans, National Guard students, food insecurity, and high-need workforce pipelines.
- **Tax and workforce recruitment measures** connected to employer-supported education benefits.
- **Structural proposals** that could influence how online bachelor’s pathways, transfer relationships, or sector responsibilities are organized statewide.
- **University-focused funding** discussions that, while not directly affecting the College, may have longer-term implications for equity across higher education sectors.

At Frank's request, I also outlined potential amendment concepts related to one bill concerning online bachelor's pathways. The intent of those concepts is to ensure that, should the proposal advance, rural community colleges remain strong partners in delivery, funding, and workforce alignment. No formal action has been taken, and discussions remain preliminary.

I will continue working closely with our lobbyist, the Illinois Community College Board, and the Presidents Council as legislation evolves. I anticipate more substantive engagement following upcoming committee deadlines and the Governor's budget address. I will keep the Board informed as proposals mature or if direct advocacy becomes necessary.

### **Deaconess Illinois Partnership Discussion**

Last month, representatives from the College and the Saints Foundation met with leaders from Deaconess Illinois to explore potential collaboration in workforce development, student support, and philanthropy. Participants included Will Davis, (President), and Stephanie Mings (Senior Business Development Manager) from Deaconess, along with Shane Bennett, Executive Director of the Saints Foundation, and me.

The conversation centered on building stronger talent pipelines aligned with regional employment needs. Deaconess expressed significant interest in expanded internship pathways across Nursing and Allied Health as well as technical and operational areas such as HVAC, Electrical, and Business. A split-day employment and education approach was discussed as one strategy that could provide students with paid experience while strengthening recruitment opportunities for the hospital.

Deaconess also indicated openness to supporting program capacity. Concepts included assistance with instructor salary support and the potential funding of a coordinator role to manage clinical placements, internships, communication, and compliance activities.

In addition, President Davis asked about possibilities related to naming opportunities connected to the Union County Extension Center. The parties agreed a facility walk-through would be the appropriate next step to evaluate alignment among community visibility, workforce objectives, and investment level.

Finally, Deaconess signaled interest in participating in the Saints Care Fund to assist students experiencing short-term financial emergencies. Sponsorship and multi-year support models will be explored.

ED Bennett and the Foundation team are developing preliminary cost frameworks, return-on-investment concepts, sponsorship structures, and an internship model for follow-up discussion. Deaconess will share additional detail regarding department-level workforce needs as the conversation advances.

### **Community Engagement Meetings (G1O3S-All):**

- 12/15 - Recorded [podcast](#) with Dr. Jon Green, Superintendent (Goreville).
- 01/15 - Attended the Union County CEO meeting, focused on mentorship.
- 02/05 - Attended the Union County CEO meeting, focused on mentorship.
- 02/10 - Southern Five Board Meeting.

**Miscellaneous Shared Governance Activities (G3O4SC&D)**

- 01/22 - The Executive Council (EC) recommended, and I **approved** the following OS:
  - A7400.60 Immigration Enforcement Activity & Law Enforcement Access Management

**Miscellaneous Culture Building Activities (G3O5SE)**

- 12/16 - Meet & Greet with Kendra Parker, Admin. Asst. Allied Health & Nursing.
- 12/16 - Met w/ Steve Gavatora - review Senior Leadership Team progress.
- 01/08 - Provided [Convocation Welcome Speech](#).
- 01/09 - Met w/ Donna Vassalo to review HR-focused OS drafts.
- 01/12 - Meet & Greet w. Robert Hawkins, HVAC Faculty.
- 01/13 - Hosted January Birthday Celebration Breakfast (9 participants).
- **01/16 - Met w/ Steve Gavatora - personal development.**
- 01/23 - Met w/ Donna Vassalo to review Compensation Framework draft.
- 01/30 - Meet & Greet w. Samantha Wilcox, Welding Faculty.
- 02/05 - Meet & Greet w. Trina Moore, Testing Center Assistant
- 02/09 - **Met w/ Steve Gavatora - review Senior Leadership Team progress.**
- **02/10 - Hosted February Birthday Celebration Breakfast (6 participants).**

**Miscellaneous Meetings, not already noted (G3O5SE):**

- 12/19 - ICCCP CBE Team (Leading development of shared statewide academic framework).
- 01/08 - Union County Abstract (signed title for UCEC)
- 01/16 - ICCCP Legislative Update
- 01/19 - ICCCP CBE Team (Leading development of shared statewide academic framework).
- 01/22 - Met w/ Shane Bennett, ED Saints Foundation.
- 01/30 - ICCCP CBE Team (Leading development of shared statewide academic framework).
- 02/02 - Hosted the Board Finance Committee meeting.
- 02/05 - Aspen Interview Team Prep.
- 02/06 - Attended ICCCP Virtual Meeting (presented shared academic framework concept).
- 02/09 - ICCCP CBE Team (Next steps for shared academic framework concept).
- 02/10 - ICCCP Legislative Update.
- 02/10 - Aspen Interview (we are being considered as a potential semi-finalist).

**Contracts, Agreements, MOU's, Grant Participation and Letters of Support signed**

- Ervin Physical Therapy - Clinical agreement for OTA students.
- ICCB Common App Grant (\$10K) - Supports statewide common application initiative.
- ICCB Noncredit Workforce Grant (\$110K) - Supports noncredit training for FY26.
- ICCB Trades 3 Grant Extension -Permits continued implementation activities under the existing award.
- Marion VA Medical Center - Clinical agreement for OTA students.
- NeuroRestorative (Carbondale) - Clinical agreement for OTA students.
- Parkway Manor/Aegis Therapies - Clinical agreement for OTA students.
- Premiere/Infinity Rehab Therapy Solutions - Clinical. agreement for OTA students.
- Sensory Solutions KY, LLC - Clinical. agreement for OTA students.
- SIUC STEM Education- Subrecipient agreement supporting participation in STEM grant.
- Southern 7- Clinical. agreement for Nursing & Allied Health students.
- TK Elevator - Service agreement for maintenance of campus elevator systems.
- USDOE TRiO SSS - Submission of the 2024-25 Annual Performance Report.
- Wabash Ohio Valley Special Education- Clinical. agreement for OTA students.

**Professional Development Opportunities/Conferences (Approved)**

- Illinois Council of Community College Administrators (ICCCA) (≈\$300) – President-CAO joint meeting and conference for Dr. Melanie Pecord, (March 2026), Institutional-Funded.

**Requisitions signed under Presidential Authority**

- **Consolidated TDW (≈\$169K)** – Earthquake insurance renewal, Board approved 11.20.25.
- **J&L Robinson Construction (≈\$128K)** – Bond-funded, Board approved 08.21.25.
  - (≈\$42K) Project 25014, Main Campus concession area, Pay Progress #3.
  - (≈\$86K) Project 25014, Main Campus concession area, Pay Progress #4.
- **Fager McGee Construction (≈\$50K)** – Project 24010, final pay, Main Campus window replacement (H&K), bond-funded.
- **Autry Morlan Dodge (≈\$49K)** – 2025 Truck, grant-funded, Board Approved 12.18.25.
- **Dodd Architect (≈\$41K)** – Professional services, Project 25023, Baseball Field upgrade, bond-funded, Board Approved 06.12.25.
- **Financial Aid Services, LLC (≈\$26K)** – Consulting services, Board Approved 07.17.25.
  - (≈\$5.9K) 11.24.25 – 12.05.25 (56 hours).
  - (≈\$5.1K) 12.15.25 – 12.23.25 (49 hours).
  - (≈\$7.3K) 01.10.26 – 01.23.26 (69 hours).
  - (≈\$7.5K) 12.29.25 – 01.09.26 (71 hours).
- **Mike’s Metal Sales (≈\$24K)** – Metal building for Allied Health vehicles, grant-funded.
- **Softdocs (≈\$21K)** – Etrieve annual renewal.
- **Max Arnold & Sons (≈\$18K)** – Diesel fuel for campus boiler operations.
- **MKPecord Consulting (≈\$16.2K)** – Interim VPAA services, Board Ratified 11.20.25.
  - (≈\$6.8K) December services.
  - (≈\$9.4K) January services.
- **DiaMedical (≈\$16K)** – SimRescue equipment for EMR training, grant-funded.
- **Johnson, Schneider, Ferrell (≈\$15.4K)** – Professional services.
  - (≈\$6.5K) December 2025.
  - (≈\$8.9K) January 2026.
- **Snap-On (≈\$13.4K)** – Automotive instructional equipment, grant-funded.
- **ICCB Equity & Access Grant (≈\$13.2K)** – Tuition reimbursement for dual credit faculty
  - **Julie Manley (≈\$8K)** – Social Work
  - **Brandi Hankins-Hammond (≈\$5.2K)** – Social Work.
- **CoroMedical, LLC (≈\$10.3K)** – ALS equipment for Paramedic program, grant-funded.
- **Cognella (≈\$7.8K)** – Criminal Justice textbooks.
- **Burmax (≈\$7.7K)** – Cosmetology student kits, funded through course fees.
- **ICRMT (≈\$6.5K)** – Insurance premium endorsement associated with Union County Extension Center acquisition.
- **Cardiac Direct (≈\$6.1K)** – EKG machine for EMS/health programs, grant-funded.
- **The Bass Group (≈\$6K)** – Lobby services, Board Approved 04.17.25.
  - (≈\$3K) December.
  - (≈\$3K) January.
- **Vienna High School (≈\$5.8K)** – Reimbursement for textbooks, grant-funded.
- **Infobase (≈\$5.6K)** – Annual renewal for library databases.
- **Steve Gavatorra Group (≈\$4.5K)** – Leadership training, Board Approved 06.12.25
  - (≈\$2.6K) December services.
  - (≈\$1.9K) January services.

**Academic Affairs**  
**Board Report, February 19, 2026**

The following are the more notable departmental accomplishments and activities since the last Board of Trustees report in December.

**Dean of Transfer & Adult Education Programs Report**

- On January 8 & 9, Ginger Harner attended the IACEA Committee and Board meetings in Naperville. *(SP Goal 3, Obj. 3.2, 3.4)*
- On January 13, Ginger Harner attended the Academic Leadership Team Meeting. *(SP Goal 3, Obj. 3.2, 3.4)*
- On January 14, Ginger Harner attended a virtual meeting for the MOU/One-Stop Partner meeting. *(SP Goal 3, Obj. 3.2, 3.4)*
- On January 14, Ginger Harner attended a virtual presentation on the Federal Outlook for Workforce Development by Jobs for the Future. *(SP Goal 3, Obj. 3.2, 3.4)*
- On January 14, Ginger Harner attended a virtual meeting to review session submissions for the upcoming IACEA conference. *(SP Goal 3, Obj. 3.2, 3.4)*
- On January 15, Ginger Harner attended a virtual presentation on Amplifund Quarterly Reporting and Payment Requests. *(SP Goal 3, Obj. 3.2, 3.4)*
- On January 15, Ginger Harner attended a virtual WIOA Referral System Pilot Kickoff for Partner Organizations. *(SP Goal 3, Obj. 3.2, 3.4)*
- On January 16, Ginger Harner attended a virtual Draft WIOA State Plan Modification Public Comment Session. *(SP Goal 3, Obj. 3.2, 3.4)*
- On January 20, Ginger Harner attended a virtual Q and A with ICCB Staff. *(SP Goal 3, Obj. 3.2, 3.4)*
- On January 21, Ginger Harner attended the Administrative Services Council Meeting. *(SP Goal 3, Obj. 3.2, 3.4)*
- On January 21, Ginger Harner attended an Adult Education Administrator Virtual Learning Community meeting. *(SP Goal 3, Obj. 3.2, 3.4)*
- On January 22, Ginger Harner attended the Executive Council Meeting. *(SP Goal 3, Obj. 3.2, 3.4)*
- On January 22, Ginger Harner attended the WIOA Business Services Team Meeting virtually. *(SP Goal 3, Obj. 3.2, 3.4)*
- On January 23, Ginger Harner attended a meeting of the Regional Administrators in Marion. *(SP Goal 3, Obj. 3.2, 3.4)*
- On January 29, Ginger Harner attended the LWIA 25 & 26 Regional and Local Plan Meeting at ManTraCon in Marion. *(SP Goal 3, Obj. 3.2, 3.4)*

**Dean of Career and Technical Education CTE**  
**December 2025**

- December 2: Dean Stephenson attended the Metropolis Kiwanis weekly meeting to support community engagement and employer relations.
- December 2: Dean Stephenson participated in Noncredit Strategies at Work (NSAW) Noncredit-to-Credit training (Zoom).
- December 8: Dean Stephenson participated in Perkins V grant meeting.
- December 10: Dean Stephenson participated in the Apprenticeship Learning Community meeting.
- December 16: Dean Stephenson participated in NSAW Noncredit-to-Credit training (Zoom).
- December 19: Dean Stephenson participated in NSAW Noncredit-to-Credit training (Zoom).

### **January 2026**

- January 5: Dean Stephenson participated in REV UP EV grant meeting.
- January 8–9: Dean Stephenson participated in College Convocation and CTE Department meetings.
- January 12: Dean Stephenson participated in Perkins V grant meeting.
- January 14: Dean Stephenson attended the LWIA 26 Partner Meeting.
- January 16: Dean Stephenson participated in NSAW Noncredit-to-Credit training (Zoom).
- January 30: Dean Stephenson participated in REV UP EV grant meeting.
- January 30: Dean Stephenson submitted quarterly grant reports for Perkins V, Noncredit Strategies at Work (NSAW), EV REV UP, and Trades 3.
- January: Dean Stephenson finalized FY26 IBT grant budget (\$262,500) and FY26–27 Trades 4 grant budget (\$280,000).

### **Reports**

- Presented the Continuing Ed and Workforce Monitoring Report
- Began draft of Professional Programming Monitoring Report

### **Workforce, Continuing & Community Education**

#### **December 2025**

- Certified Food Protection Manager training held with 7 participants.
- Driver Safety classes hosted at Massac and Union County Extension Centers (December 11 and 13).

#### **January 2026**

- **January 12:** Mine Safety & Health training held at the SCC Main Campus for 31 Covia participants.
- **January 17:** Certified Food Protection Manager training held with 10 participants.
- Illinois State Police utilized Criminal Justice simulator facilities for continuing education.
- Driver Safety classes hosted January 15 and 17; 18 in-person participants total.
- Processed 93 Driver Safety applications and awarded 45 certificates.
- **January 21:** Little Saints Book Club theme was 'If You Give A Mouse A Cookie' held at the Alexander County Center with 13 participants taking a book home.
- Development underway for Summer 2026 Saints Kids Camps.
- Academic Affairs has developed an opportunity for faculty to enroll in the non-credit ADA Compliance class this spring semester. So far, 15 faculty members are enrolled.

### **CPR**

#### **December 2025**

- Delivered 16 CPR training sessions districtwide.

#### **January 2026**

- Delivered 20 CPR training sessions districtwide.
- Initiated 5-Year AHA CPR Rollout Update, requiring recertification of 61 SCC instructors (Began January 13–completion by March 31, 2026).

### **HCCTP**

#### **January 2026**

- Reviewed 45 applications for the Spring 2026 cohort (10 available seats).
- Scheduled interviews for February 3–4 at the Alexander County Center.
- Scheduled program orientation for February 12.
- Spring 2026 semester scheduled to begin February 17.

**SBDC****Dashboard Review (Neoserra Metrics)**

- **Current Month:** 20.5 advising hours; 1 workshop
- **2025 Data Snapshot:** 24 training events, 234 advising hours
  - Cost avoidance- Average costs of services to the business we provided at no cost

Service	Average Cost	Offered	Total
Business Plan Writing	\$ 1,000.00	68	\$ 68,000.00
Marketing Plan	\$ 5,000.00	57	\$ 285,000.00
Branding	\$ 500.00	15	\$ 7,500.00
Hourly Consulting	\$ 100.00	234.85	\$ 23,485.00
Hourly Training	\$ 100.00	157	\$ 15,700.00
Business Startup file	\$ 500.00	25	\$ 12,500.00
Total			\$ 412,185.00

**January 2026****Workshops & Training**

- **January 15:** Marketing for Local Businesses workshop.
- **Weekly:** Business Plan Boot Camp with Johnson County CEO and Union County CEO programs.
- **January 29 (rescheduled):** WordPress Basics workshop moved to February 12 due to weather.

**Community Engagement**

- Ongoing engagement with Johnson County CEO and Union County CEO classes.
- Participation in Metropolis Chamber, Union County Chamber, and Union County Women in Business meetings.

**Internal Operations**

- Continued administrative operations.
- Approved reapplication for the SBDC three-year grant cycle.
- Prepared for statewide SBDC reaccreditation (scheduled September 14-18, 2026).
- Finalized FY25 SBDC reporting and Quarter 4 data.
- Scheduled workshops for first and second quarters.

**Coordinator of High School Partnerships and Pathways**

- Completed and submitted the ICCB FY26 **Equity and Access Grant**.
- Met to discuss **Early College options** for Meridian High School for the **2026-2027 academic year**.
- Continued work on the **One Million Degree initiative** and the **Regional Accelerated Model Pathway (RAMP)**.
- Participated in **Johnson County CEO meetings**.
- Attended an **ILACEP meeting**.
- Participated in **Parent Night at Meridian High School on January 6, 2026**.
- Met with **Cairo High School** to discuss **Early College options** for 2026-2027.
- Met with **Anita Duer** to discuss **dual credit programming** and **Student Affairs restructuring** in January.
- Along with **Dr. Pecord**, met with **Five County Regional Vocational System** and **Cairo High School** to discuss programming opportunities.
- Participated in a meeting regarding the **FY25 Equity and Access Grant recap** from ICCB.
- Distributed **Early College request forms** to area high schools for **2026-2027 programming**.
- Attended the **IASA meeting at John A. Logan College**.

**Submitted by:** Dr. Melanie Pecord, Interim Vice President of Academic Affairs

**Administrative Services**  
**Board Report, February 19, 2026**

**Business Services (F409SB)**

January is an exceptionally busy month for the Business Office, as it coincides with the start of the spring semester and several critical operational and reporting responsibilities. Key accomplishments during this period included the preparation and filing of IRS Forms 1098-T and 1099, submission of quarterly grant reports, and completion of FY2025 grant reporting through the Illinois Grant Accountability and Transparency Act (GATA) portal. Financial data was compiled and submitted for the S&P Global review. In addition, the FY2027 Budget Module was strategically configured within the Colleague system to support effective departmental budget development. Required Illinois Community College Board (ICCB) reports, including the Instructional Costs and Uniform Financial Statements, were completed and submitted. The annual tax levy was filed with the county clerks and submitted to ICCB. The Annual Financial Report was finalized and published in accordance with statutory requirements.

**Facilities (G408SB)**

The team continues daily maintenance activities, including snow and ice removal; maintaining heating and ventilation systems on all campuses; replacing lighting in the L-Atrium; completing final punch list items; responding to help-desk tickets; maintaining fleet vehicles; and attending project-related progress meetings (noted below).

25012-Windows (K Building)	25014-Concession (I&J)	25015-HVAC (L Building)
810-086-019 (Controls-Systems)	25023-Ballfield/Dugouts, et. al.	

With the purchase of the Union County Extension Center, Director Koch introduced himself to the tenants (Dollar Tree and Rent One) to establish the maintenance relationship for Facility concerns.

Technician Steinmetz assisted in the IGEN grant proposal that was submitted on December 15. This grant would assist in tracking energy use by building/system, moving us from estimating energy use to measuring and managing it more strategically.

**Information Technologies (G407SA)**

The Information Technology Department has remained actively engaged across multiple initiatives. Staff have been busy connecting and configuring technology in the new concessions room for its upcoming grand opening. The Computer Services Specialist has been updating the website to improve compliance with WCAG web accessibility standards, while additional account security measures have been implemented on all remaining non-service accounts. The Network Support Specialist continues working with vendors in preparation for a future full network assessment. The Director has been collaborating with a local vendor on a plan to increase cellular coverage within the Main Campus building and has also worked with our current teldata vendor to update the phone system software. The IT Support Specialist focused efforts on updating the J2043 computer lab and setting up Nursing's new VR headsets. During this time, several large campus events were supported, including Convocation and Covia Training, and work continues in support of the upcoming Addams Family musical.

**Vice President of Administrative Services (G409SB)**

12/22, 01/13, 01/16, 02/06 - Meetings w. Steve Gavatorra (Leadership, 1:1, Strategic Planning)  
12/23, 01/05, 01/13, 01/27, 02/03, 02/10 - Administrative Services Team Leadership Team  
01/06, 02/04 - Architect Project Meetings  
01/06 - Bi Monthly VP Meeting  
01/08 - Convocation; UCEC Closing Document Signing  
01/14, 01/28, 02/04, 02/13 - Cabinet Meeting(s)  
01/14, 02/02 - Prep for and Board Finance Committee  
01/15 - IGEN Submission; Board Retreat  
01/20, 02/11 - Union County CEO Board Meeting; Business & Finance Team Meeting  
01/21 - Administrative Services Council; Facility Team Meeting  
01/22 - Executive Council Meeting  
01/28 - Meeting w.Schneider pertaining to Johnson County; Two Meetings w/Johnson Co  
Property Realty/Owner  
02/05 - Statewide Safety Meetings  
02/10 - Strategic Plan Meeting w/Administrative Services Team Leadership  
02/12 - CFO Leadership Monthly Meeting

***FY27 Budget Development***

The CFO is collaborating with institutional leaders to align their roles and priorities within the new strategic plan by applying sound budget practices that link financial resources to strategic goals. Through ongoing dialogue, forecasting, and analysis, the CFO helps leaders understand how funding decisions, timing, and capacity considerations support strategy implementation, promote accountability, and enable informed, data-driven decision-making across the institution.

***Submitted by:***

**Chris Clark, Vice President of Administrative Services**

**Human Resources  
Board Report, February 19, 2026**

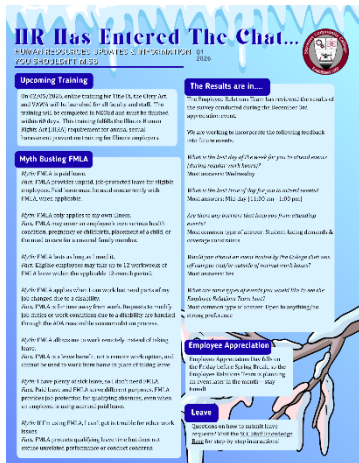
**Professional Development**

Human Resources participated in a webinar focused on strategies for operating effectively in a high-retention environment. As labor market conditions tighten, 2026 is expected to be the “Year of Retention,” with fewer employees leaving their jobs. While increased retention offers stability, it also presents challenges when employee performance and engagement differ.

The webinar highlighted the importance of retaining and developing high performers while actively addressing low performance. Key topics included accountability, performance management, and leadership practices that support healthy talent movement. Overall, the session reinforced HR’s growing role in driving performance to support organizational success in 2026.

**Internal Communication**

The department launched an internal newsletter to enhance communication and share timely updates with employees. The first edition included details on how to complete the required online training for Title IX, the Clery Act, and VAWA in compliance with the Illinois Human Rights Act; an overview of FMLA facts versus myths; results from the employee survey conducted during the December 3, 2025, Employee Appreciation event; and an announcement of upcoming employee appreciation activities.



In addition, a Knowledge Base link was provided to employees with clear instructions for submitting leave requests.

**Shared Governance**

- The Human Resources Council did not hold its regular scheduled meeting on January 8, 2026, due to a scheduling conflict with the Spring Convocation.

- The Employee Relations Team held its regular scheduled meeting on January 20, 2026.
- Rhiannon Martin, HR Council Chair, presented the following operating standards at the January 22, 2026, Executive Council meeting for distribution to the other Shared Governance Teams and Councils: Corrective Action, Performance Improvement, Performance Review, and Respectful Workplace.

**Inclusive Outliers**

Consultant Donna Vassallo-Schlaner provided a total of 29 hours of consulting services for January, which included the following areas:

- Compensation, Salary Bands, and Compression Issues
- Strategic Plan Review and HR Deliverables
- Employee Training Development
- Personnel Matters and HR Operations

*Submitted by:*

**Felicia Rouse, Executive Director of Human Resources**

## Institutional Effectiveness Board Report, February 19, 2026

The following summarizes the more notable activities conducted by the Office of Institutional Effectiveness from 12/10/2025 through 2/06/2026:

- Continued meeting with staff and leadership to strengthen the use of our data infrastructure (2.1.H., 4.1.A., 4.1.E, 4.1.F., 4.1.J., 4.3.C., 4.5.B., 4.5.C.):
  - Attended CROA/Insight consulting meetings
  - Continued improvements/additions to the CROA internal data dashboard and reports
- Completed data and reporting requirements and requests:
  - Completed internal data and help desk requests (3.2.A., 4.1.F.)
  - Submitted Reports (4.1.F., 4.1.H.):
    - ICCB: Fall SR & SU Course Enrollment & Resources Data (Credit Hour Claim)
    - ICCB: Spring Enrollment Survey
    - IPEDS: Student Financial Aid
    - IPEDS: Cost II
    - IPEDS: Outcome Measures Survey
    - IPEDS: Graduation Rates
    - IPEDS: Graduation Rates 200
    - IPEDS: Admissions
- The Office of Institutional Effectiveness was represented in the following Shared Governance meetings and has completed resulting action items (3.4, 4.1, 4.2)
  - Academic Affairs Council (1/12)
  - Academic Leadership Team (1/13)
  - Administrative Services Council (1/21)
  - President's Cabinet (1/14, 1/28, 2/4)
  - Recruitment & Enrollment Team (1/28)
- Other professional meetings, trainings, and events attended:
  - Aspen Prep- Shelby (2/5)
  - Audit Resource Center Spotlight: How to Report Graduated (G) Enrollment Statuses for Federal Compliance- Shelby (1/8)
  - CCSSE Survey- Shelby, Nuoyke (1/21)
  - Compliance Corner- Nuoyke (12/10)
  - Concession Stand Usage- Shelby (2/2)
  - Direct Report's Meeting- Shelby (1/12)
  - Employee Appreciation- Schmidt, Nuokye, Bennett (12/3)
  - Enrollment Reporting for NCS- Shelby (1/6, 1/13, 1/29)
  - Executive Director Interviews- Schmidt, Nuokye (12/11)
  - GS and C1 Pilot Closeout Webinar- Schmidt, Nuokye (11/13)
  - HLC's Institutional Update- Shelby (2/5)
  - HLC Presentation Prep- Shelby (2/2)
  - IAIR Conference (11/17-11/19)
  - ICCS EIS Second Draft Call w/ Lightcast- Shelby, Schmidt, Nuokye (1/9)
  - Kristin & Steve G. 1:1 Session- Shelby (1/22)
  - Lightcast Training- Schmidt, Nuokye, Bennett (11/13)
  - Monthly MS Dept Meeting- Shelby (2/4)
  - New to IPEDS Reporting Webinar- Schmidt (12/10)
  - Revolutionizing the PDP Data Submission- Schmidt, Nuokye (11/10)
  - SCC & Lightcast - Alumni Pathways- Schmidt, Nuokye (11/21)
  - So, What's Next? A New Year Showcase of Higher Education Trends- Schmidt (1/21)

- Spring Convocation- Shelby, Schmidt, Nuokye (1/8)
- Unlocking the SFA Survey- Schmidt (12/17)
- Unpacking the IPEDS Winter Collection- Schmidt (12/16)

***Submitted by:***

**Dr. Kristin Shelby, Executive Director of Institutional Effectiveness**

## **Public Information & Marketing Board Report, February 19, 2026**

The Shawnee Community College Public Information and Marketing Report covers December 7, 2025 to February 4, 2026. If you would like any additional information, please let me know.

### **Social Media Update**

The Shawnee Community College Facebook page had 841,868 views over this time period, which is a two percent increase over November. Engagement dropped 29 percent to 62,606. I attribute this partially to fewer posts (still daily, but not as many) during winter break. We gained 137 new followers, bringing our total to 9,725.

Our post with the best ORGANIC reach is the purchase of the Union County Extension Center on January 12. The post received 52,018 views and the engagement (reactions, comments, shares, and clicks) was 3,055. We gained nine new followers as a result of that post.

Additional social media platforms continue to see growth as well. Instagram (January 6-February 4) views were at 48,358 and interactions are at 1,412. We have 1,694 total followers on that platform. YouTube has 997 subscribers, up 28 from the previous report.

### **ICYMI Newsletter**

The "In Case You Missed It" Newsletter continues to be published and sent weekly to SCC students, faculty, staff, board members, and the media. It has become an additional resource for keeping all stakeholders informed of what's happening on our campuses.

### **Wall of Influence Display**

February's display features a project psychology students recently did on personality tests. There are links available for those who want to take the test as well. We are also showcasing Black History Month with quotes and updates on SCC students, staff, and alumni.

### **Additional Efforts**

Our social media focuses this month have been CTE Month, Black History Month, and National TRiO Day. We're telling the stories of our students and alumni who have been impacted by these topics.

### **Media Coverage**

#### **December 19**

#### **Workforce Grant**

[https://www.wsilv.com/news/education/shawnee-college-gets-542k-to-boost-workforce-training/article\\_109949c8-f5e8-4af5-be08-f40077a58839.html](https://www.wsilv.com/news/education/shawnee-college-gets-542k-to-boost-workforce-training/article_109949c8-f5e8-4af5-be08-f40077a58839.html)

[https://www.wpsdlocal6.com/news/mobile-training-lab-set-to-expand-colleges-workforce-education/article\\_0c6eb830-915e-4f61-aec7-dd51908df361.html](https://www.wpsdlocal6.com/news/mobile-training-lab-set-to-expand-colleges-workforce-education/article_0c6eb830-915e-4f61-aec7-dd51908df361.html)

#### **December 22**

[https://thesouthern.com/news/scc-awarded-over-540-000-in-grants-to-expand-workforce-training/article\\_bb89755b-9f30-5911-9df2-4bce2bd9fbdf.html](https://thesouthern.com/news/scc-awarded-over-540-000-in-grants-to-expand-workforce-training/article_bb89755b-9f30-5911-9df2-4bce2bd9fbdf.html)

[https://www.paducahsun.com/shawnee-community-college-receives-over-500k-in-workforce-grants/article\\_35714d5c-6687-54ac-b46b-cc5f79d0f918.html](https://www.paducahsun.com/shawnee-community-college-receives-over-500k-in-workforce-grants/article_35714d5c-6687-54ac-b46b-cc5f79d0f918.html)

[https://www.wpsdlocal6.com/ott/shawnee-community-college-receives-542k-grant/video\\_3e23816e-affa-5b11-ab18-acd0a14569c3.html](https://www.wpsdlocal6.com/ott/shawnee-community-college-receives-542k-grant/video_3e23816e-affa-5b11-ab18-acd0a14569c3.html)

**December 24**

**Baseball Commitment**

<https://www.fieldlevel.com/app/commitments/tucker.nalley/baseball/303738>

**December 30**

**Feed the Need Results**

<https://www.riverbender.com/news/details/illinois-community-colleges-band-together-to-fight-food-insecurity-on-campus-this-holiday-season-89473.cfm?>

**January 1**

**Feed the Need Results**

[https://www.wpsdlocal6.com/news/shawnee-community-college-places-fifth-in-donations-for-feed-the-need-food-drive/article\\_c18a8663-9f81-46de-a784-80b29198972a.html](https://www.wpsdlocal6.com/news/shawnee-community-college-places-fifth-in-donations-for-feed-the-need-food-drive/article_c18a8663-9f81-46de-a784-80b29198972a.html)

**SNAP Benefits Lost**

<https://www.msn.com/en-us/news/us/in-a-week-without-snap-americans-missed-meals-and-skipped-bills/ar-AA1PZpNJ>

**January 6**

**CTE Grant**

<https://www.ccdaily.com/2026/01/funding-roundup-427/>

**January 13**

**Union Co. Extension Center Purchase**

<https://www.kfvs12.com/2026/01/13/shawnee-community-college-finalizes-purchase-shopping-center-building/>

[https://thesouthern.com/news/shawnee-community-college-buys-anna-extension-site/article\\_1261f07a-826b-515d-86be-f11800b778f2.html](https://thesouthern.com/news/shawnee-community-college-buys-anna-extension-site/article_1261f07a-826b-515d-86be-f11800b778f2.html)

<https://www.wqrlradio.com/2026/01/13/scc-completes-purchase-of-union-county-extension-center-building/>

**January 14**

**Union Co. Extension Center Purchase**

<https://www.920wmok.com/2026/01/14/shawnee-community-college-purchases-former-walmart-building-in-anna/>

**New Volleyball Player**

[https://www.the-messenger.com/journal\\_enterprise/sports/article\\_794ec676-f957-5ddb-b544-a7511d56ce09.html](https://www.the-messenger.com/journal_enterprise/sports/article_794ec676-f957-5ddb-b544-a7511d56ce09.html)

**January 15**

**Gemma Donation**

<https://www.kbsi23.com/news/shawnee-community-college-receives-25000-donation-to-support-career-and-technical-education-scholarships/>

**January 22**

**Union Co. Extension Center Purchase**

[https://www.metropolisplanet.com/news/scc-purchases-anna-s-former-walmart-building/article\\_103c1467-ba66-5d06-82cf-f9f45095ccf8.html](https://www.metropolisplanet.com/news/scc-purchases-anna-s-former-walmart-building/article_103c1467-ba66-5d06-82cf-f9f45095ccf8.html)

**January 28**

**Little Saints Book Club**

[https://www.paxtonmedia.com/news/the\\_southern\\_illinoisan/alexander-county-extension-center-hosts-little-saints-book-club/article\\_7ab52445-c820-5a17-a438-51467221d554.html](https://www.paxtonmedia.com/news/the_southern_illinoisan/alexander-county-extension-center-hosts-little-saints-book-club/article_7ab52445-c820-5a17-a438-51467221d554.html)

**January 29**

**Young Writers Contest**

[https://www.metropolisplanet.com/news/high-schoolers-can-show-talents-in-sccs-writing-contest/article\\_9448135b-fbf3-5fa0-b0ca-2b94374be029.html](https://www.metropolisplanet.com/news/high-schoolers-can-show-talents-in-sccs-writing-contest/article_9448135b-fbf3-5fa0-b0ca-2b94374be029.html)

**Press Releases Sent**

Workforce Training Grants  
December Board Meeting  
President's and Vice President's Lists  
Feed the Need (5th Place Finish)  
Union Co. Extension Center Purchase  
Celebrating Young Writers Contest Returns  
Weekly ICYMI Newsletter

**Search Engine Marketing Update from Idea Creative Marketing**

In January, the College ran a targeted digital advertising campaign during a key enrollment period. With a total investment of \$750, the campaign focused on two goals: driving late enrollment and building awareness of high-demand career programs. Together, these efforts generated 267 clicks from prospective students actively searching for educational opportunities in our service area.

The first phase of the campaign focused on late enrollment during the first 10 days of January. This effort accounted for \$500 of the budget and produced 167 clicks from individuals searching for terms like "late enrollment community college." Importantly, 3% of those users placed phone calls, indicating strong enrollment intent rather than casual browsing. Most of this engagement came from Pulaski County (66%), with a slightly higher female audience.

The second phase shifted to program awareness for the remainder of the month, using \$250 to highlight career-focused programs such as nursing, welding, and CDL training. This effort generated 100 additional clicks at a lower cost per interaction and attracted a more balanced audience. While phone calls were slightly lower at 2%, this is expected for individuals who are in the research stage rather than ready to enroll immediately.

Across both phases, the campaign consistently reached our core service area, with approximately two-thirds of engagement from Pulaski County and another 25% from Massac County. This confirms the advertising dollars were effectively concentrated on communities most likely to attend Shawnee Community College.

Overall, the January campaign delivered strong engagement, measurable enrollment interest, and efficient use of funds in a rural higher-education market. The phone calls generated represent real prospective student conversations, which is the most meaningful indicator of enrollment pipeline impact.



**January 2026 Digital Advertising Report**  
**\$750 Budget**

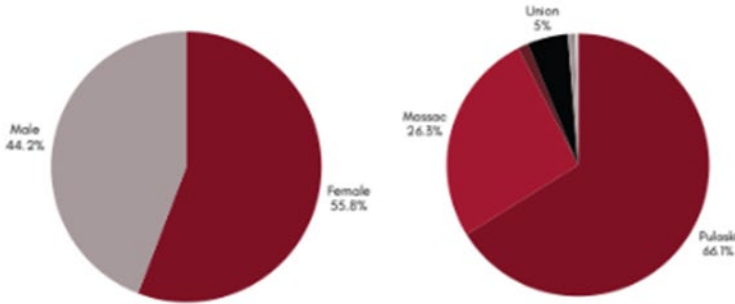
**Campaign 1: Enrollment Push - \$500 (Days 1-10)**  
**Campaign 2: Program Awareness - \$250 (Days 11-30)**

Late enrollment, deadline urgency, immediate action  
Timeline: First 7-10 days

**Keyword Strategy:**

- "community college near me"
- "enroll in community college January"
- "late enrollment community college"
- "southern Illinois community college"
- "affordable college Illinois"
- Geo-modified: "Ullin college," "Pulaski County college"

Search Clicks	Impressions	CPC	CTR	Phone Calls
167	8.35K	\$3.00	2.01%	3%





**January 2026 Digital Advertising Report**  
**\$750 Budget**

**Campaign 1: Enrollment Push - \$500 (Days I-10)**

**Campaign 2: Program Awareness - \$250 (Days 11-30)**

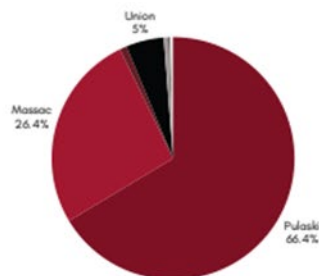
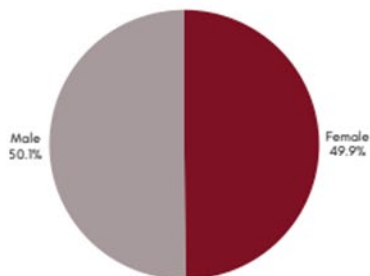
Focus: General programs, career training, long-term awareness

Timeline: Days I-10, lower daily budget for extended run

Keyword Strategy:

- "nursing program southern Illinois"
- "welding certification"
- "CDL training near me"
- "career training"
- "job training programs Illinois"

Search Clicks	Impressions	CPC	CTR	Phone Calls
100	4.99K	\$2.51	2.22%	2%



**Submitted by:**  
**Kevin Hunsperger, Executive Director of Public Information & Marketing**

**Saints Foundation  
Board Report, February 19, 2026**

**Strategic Overview**

During this reporting period, efforts have focused on aligning athletics visibility, community engagement events, workforce and industry meetings, scholarship partner conversations, and the Employee Giving Campaign launch to build a sustainable sponsorship pipeline.

**Major Activation Event**

Employee Giving Campaign Launch - February 18, 2026

- Saints Basketball vs. Wabash Valley
- Women's Basketball Sophomore Night
- Maroon Out Theme
- Faculty/Staff Hospitality Activation

**Industry & Corporate Engagement Progress**

- Ameren Scholarship Kickoff Meeting
  - Multi-year scholarship discussion
  - Workforce pipeline alignment
  - Expanded corporate investment opportunity
- Rural Health Discussions
  - Allied Health workforce sponsorship
  - Clinical equipment and lab support
  - Healthcare internship partnerships
- Bernie's Place (Student Support Initiative)
  - Food security sponsorship opportunities
  - Community foundation partnerships
  - Healthcare or grocery partner engagement
  - Partnership opportunities

**Executive & Board Governance**

- Saints Foundation Executive Board met on February 6, 2026
- Met with Foundation board member Dr. Tiffany Hines to discuss potential Fundraising events

**Saints Cares Fund**

- Rent assistance - \$400
- Rent assistance - \$400
- Tuition assistance - \$500
- Tuition assistance \$1200

**Community Relationship Development**

Engagement opportunities included the Union County Chamber Gala, and regional business meetings. These serve as relationship-building platforms for future sponsorship conversations.

***Submitted by:***

**Shane Bennett, Executive Director of the Saint Foundation**

**Student Affairs**  
**Board Report, February 19, 2026**

SSS has participated in classroom recruitment and Clubs and Orgs Day held in the Commons on the main campus. (SP Goal 2)

SSS has scheduled our Spring 2026 Activities. We are so excited to offer hybrid options to adapt to our students' schedules. We strive to provide flexible programming to accommodate students' schedules (SP Goal 2)

SSS has scheduled off-campus transfer trips to SIUC, MSU, and SEMO this semester (SP Goal 2) The SSS Lab is active this semester. We have many students who use the lab for tutoring, mentoring, and completing academic assignments. We will be holding more workshops in the lab this semester to encourage more usage. (SP Goal 2)

We are currently working diligently to submit our Annual Performance Report  
 SSS is collaborating with the Financial Aid Office, Career Services, Accessibility Office, and Marketing for services and programming ( SP Goal 2)

National TRiO Day is February 28. SSS is working with Kevin H to provide social media visibility.

**Educational Talent Search – Tyler Dixon**

*Events and Meetings:*

- Meeting with Principals and other school officials
- Planning school visits for recruitment
- Started Parent Information Sessions via Zoom.
- Continued social media schedule for posts
- Developed school-specific flyers to highlight recruiting/activity visits
- Working on Summer Events (Back to School camp w/keynote speaker, Shark Tank style camp)
- Illinois 4-H Extension Teen Day prep: ETS is doing a session on Financial Literacy
- Met with Cobden Jr/Sr High School about possibly adding to the next grant cycle.
- Delivered ETS presentation at the Egyptian Teachers' Institute on January 5.

*Training and Development*

- Renaissance TRIO Priority Training for TRIO Directors (Five weeks)
- Council for Opportunity in Education - Zoom

*School District Engagement*

- Goreville Jr/Sr High School (College Planning) - 4 students
- Meridian Jr/Sr High School (Recruiting visit/College Planning) - 20 students
- Egyptian Jr/Sr High School - Increased our participation from 11 students to nearly 30 students since January.
- Cairo Elementary - (Mentoring) - 15 students
- Vienna Grade School (Recruiting Visit) - 90 students

*Program Update*

- Ongoing recruitment for fiscal year 25-26
- APR Completed
- Budget approved by the project officer in DC

**Athletics – John Sparks**

- Baseball eligibility will be completed this week.
- Softball eligibility will be completed by the end of next week.
- SCC athletic roster numbers:
  - Men's Basketball—15/15
  - Women's Basketball—6/15
  - Softball—14/20
  - Baseball—33/24
  - Volleyball—9/14
  - Total: 77/88
- Women's Basketball Sophomore and Employee Appreciation (Maroon Out) Night will be on February 18.
- Men's Basketball Sophomore Night will be on February 28.
- Athletic Banquet scheduled for the week of May 4.
- The SAINTS Annual All-Star Game (boys) will be on April 23.
- The NJCAA National Convention will be in Kansas City, Missouri, April 13-17.

**Enrollment and Recruitment – Anita Gentry**

This report provides an overview of current Recruitment, Advisement, and Extension Center activities, highlighting progress in advisor assignments, student support services, recruitment outreach, and community engagement. Key themes this period include increased demand for short-term certificate programs aligned to workforce needs, strengthened Navigate 360 case management practices, and growing financial barriers impacting student persistence.

Advisement and Enrollment teams continue to improve internal processes, including academic planning, front desk operations, and academic overload standards, while ensuring equitable service delivery across dual credit, main campus, and extension centers. Recruitment efforts are expanding earlier in the pipeline, particularly for 9th-10th grade students, and are being aligned with counselor workshops and faculty engagement.

Extension Centers at Massac and Union County remain critical access points for students and communities. Both centers demonstrate strong engagement through enrollment services, workforce training, and community events. Student interactions indicate financial hardship and the need for rapid credential completion as primary barriers. Strategic focus areas include expanding short-term certificates, strengthening employer and workforce partnerships, and enhancing wraparound supports to improve access, retention, and completion.

As part of Shawnee Community College's participation in the Illinois Community College Board (ICCB) Project Success Community of Practice, the Enrollment and Student Services team continues to engage in collaborative, statewide professional development focused on strengthening student success through holistic advising and data-informed interventions.

This initiative emphasizes the use of root cause analysis to better understand barriers impacting student persistence, completion, and retention. Rather than addressing surface-level challenges, staff are being trained to identify underlying academic, financial, personal, and institutional factors that may interfere with student progress.

**Holistic Advisement Practices**

- Integrating academic, personal, financial, and career support into advising conversations
- Promoting proactive outreach and early intervention
- Strengthening referral pathways to campus and community resources

Root Cause Analysis

- Using structured analysis tools to examine patterns in stop-outs, course withdrawals, and academic difficulty
- Identifying systemic barriers related to scheduling, communication, policies, and support access
- Developing targeted strategies based on data and student feedback

Navigate 360 Integration

- Aligning holistic advising and root cause analysis with Navigate workflows and reporting
- Improving documentation of student interactions and interventions

*Union County Extension Center*Leadership & Capacity Building

- The Center Coordinator is continuing to develop a plan for expanded community outreach while simultaneously learning and integrating new responsibilities, including:
  - Dual credit coordination
  - Navigate 360 utilization
  - Broader community engagement and recruitment efforts
- Coordinated with JoElla Basler on the Fall course schedule for the Union County Extension Center.

Upcoming Events

- An OTA Information Night is planned for February 2, to be held at the Center from 3:00–6:00 p.m., to support program awareness and recruitment.

Community Programming & Partnerships

- The Union County Extension Center hosted and supported a wide range of community-based activities, including:
  - Seven class meetings hosted by the Union County CEO
  - CPR training hosted by RAVE
  - A monthly defensive driving course
  - An SBDC Social Media Marketing workshop
  - A Pepsi hiring event
  - Ongoing coordination with Dave's Bagels to support future on-site food truck visits and campus events

Community Engagement & Visibility

- The Center Coordinator represented the Extension Center at Union County Women in Business, where Brooke Jacobs of Delve Health Consulting presented on goal-setting systems.
- During this event, the coordinator actively promoted the Extension Center's services, availability, and commitment to increased community collaboration, strengthening local partnerships and campus visibility.

*Massac County Extension Center*Programming & Events

- The Massac Center has established events and summer programming for the 2026 school year, continuing to expand its campus presence and community engagement.
- Becky Steinmetz taught a Driver Safety class on January 17. (2.3.A)
- The River City Coffee Truck visited the Massac Campus on January 14 and will return monthly through May 2026, enhancing student engagement and campus visibility. (2.3.A)

- The Massac Center hosted the Regional Office of Education #21 Spelling Bee, welcoming 56 individuals to campus. The event received highly positive feedback from ROE leadership, students, and families. (2.3.A)

#### Student Services & Enrollment Activity

- In January, the Massac Center:
  - Enrolled 35 students
  - Assisted 28 students with FAFSA completion
  - Reset 27 student passwords
  - Responded to 54 phone inquiries related to Spring 2026 enrollment, testing, and SCC programs (2.2.E)

#### *Alexander County Extension Center*

During January 2026, the Alexander County Extension Center focused on supporting spring semester enrollment and strengthening community partnerships. Registration services were provided for new and returning students, including extended Late Night Registration hours on January 7 and January 8, 2026. These extended hours increased accessibility for working adults, dual credit students, and families needing after-hours assistance. Services included application support, FAFSA assistance, academic advising coordination, and payment plan guidance to ensure students were prepared for a successful start to the semester.

Community engagement remained a priority throughout the month. I attended the Alexander County Port Authority meeting on January 12, 2026, to remain aligned with regional economic and workforce development efforts. Participation in the Little Saints Book Club on January 21, 2026, supported early literacy initiatives and reinforced the College's presence in youth development activities. Additionally, I attended the CHESI Board meeting on January 22, 2026, to collaborate on regional health and emergency service initiatives that impact our communities and workforce training priorities.

Workforce development efforts included ongoing collaboration with Lindsay to prepare for the upcoming Health Care Career Training Program (HCCTP). Preparations include coordinating logistics, organizing enrollment materials, confirming scheduling details, and conducting outreach to prospective participants. This program continues to support the development of a healthcare workforce pipeline in Alexander County.

The Alexander County Extension Center remains committed to expanding access, strengthening workforce alignment, and maintaining strong community partnerships that support student success and regional impact.

#### Student Needs & Observed Trends

- Staff reported increased financial barriers impacting student persistence, including multiple student requests for food and gas assistance.
- One student required employment support after losing their job due to employer cutbacks.
- A consistent theme from student interactions is a strong demand for short-term certificate programs that allow students to:
  - Advance with their current employer
  - Quickly secure new employment based on newly acquired skills

#### Proposed Areas for Improvement

- Expand and promote short-term, workforce-aligned certificate pathways responsive to immediate employment needs.
- Strengthen outreach partnerships with employers and workforce agencies to connect students to job opportunities and supportive resources.

- Explore enhanced wraparound supports (financial, food security, transportation assistance) to address barriers that most directly impact enrollment and retention.

#### *Recruitment, Advisement:*

- Continued work on advisor assignments to ensure appropriate distribution across dual credit, main campus, and extension centers.
- Progress is underway on developing operating standards for academic overload, including required approval signatures.

#### *Front Desk & Student Workers*

- Nikki has settled into her front desk role and is completing cross-training on application data entry, transcript processing, and document uploads.
- Developed a training document and job expectations guide for student workers.
- One student worker position is being recruited to support coverage on Mondays, Wednesdays, and Fridays.
- Student workers are taking a more active role at the front desk.

#### *Advisement*

- Advisors continue to create and update academic plans, respond to alerts, and manage open cases.
- A team meeting was held to clarify expectations for Navigate open case management and student follow-up.

#### *Recruitment*

- The recruitment event calendar is in development and will be shared with the full team once finalized.
- High school visits will occur twice monthly with support from faculty and staff.
- Expanded focus on 9th-10th grade outreach and development of counselor workshop series aligned with recruitment funnel.

### **Financial Aid – Mande Trowbridge**

#### *Office Business*

- Our office handled approximately **92** Face-to-Face Interactions, **100** Phone Calls, and **322** emails ([finaid@shawneecc.edu](mailto:finaid@shawneecc.edu) only) with students and parents.
- We have imported **80** ISIRS for 25-26 (unduplicated).
- Trina Moore went to the Alexander County Extension Center to assist with 2 FAFSA's.
- We have made **58** missing FAFSA/missing FA document calls.

#### *Office Updates*

- The 2026-2027 FAFSA is now open at [studentaid.gov](http://studentaid.gov)
- The 2026-2027 scholarship portal is now open at <https://shawneecc.academicworks.com/>
- MAP claims for spring are due March 27, 2026.
- SAP and R2T4 calculations are complete for the fall semester

### **Student Success**

#### *Director – Mindy Ashby*

- 1/05- Participated in One Million Degree Dual Credit Pilot Discussion
- 1/08- Conducted Navigate 360 Training for Faculty
- 1/09- Participated in Welcome Back Student Affairs Luncheon
- 1/10- One on One Leadership Training with Steve Gavatorta
- 1/14- Conducted CBE Coach Interviews
- 1/15- Attended the HOUSE Liaison Open House

- 1/20- Lead Navigate Navigate 360 Training at the Massac County Extension Center
- 1/21-Participated in the EAB Navigate 360 Strategy meeting
- 1/22- Attended the CTE Planning Meeting
- 1/23- Assisted with ETS Academic Specialist Interviews
- 1/24- Trained Allied Health Professional Tutor on Navigate 360
- 1/30- Participated in the Holistic Advising Community of Practice IL Success Meeting

#### *Testing Center*

- 12-Pearson VUE exams
- 8-LPN Entrance exam
- 2-RN Entrance exam
- 2 -Make-up Exams
- 1 -CLEP exam
- 1-Accommodation-based exams

#### *Tutoring Services*

During January, tutoring services supported students across multiple academic areas, including psychology, mathematics, nursing, and statistics, with the highest demand in psychology and math.

- Appointments—14
- Students Served—8
- Scheduled Sessions—3
- Drop-In Sessions—11
- No-Shows/Cancellations—0

#### *Career Services—Blake Goforth*

- Career Presentation at AJ High School (7) 1/7
  - Attended Spring Convocation 1/8
  - Attended Industry Partnership Council Meeting 1/16
  - Career presentation to OTA students (8) 1/21
  - Attended CTE planning meeting 1/22
  - Resume/Interview Skills workshop presentation to ADN students (17) 1/22
  - Participated in Financial Aid Counselor Interview 1/23
  - Career Coach Visits- 76
  - Career Assessments completed- 5 - started- 8
  - Resumes download- 3 - started- 1
  - Widget views- 3,587
  - Widget clicks- 1,373
  - Career Coach clicks from Widget- 6
- Strategic Priorities: (1.1.D., 2.1.C., 2.1.D., and 2.1.H.), (2.1.A)*

#### *Student Engagement—Erin King*

- Attended Spring Convocation & hosted BINGO during lunch (1/8)
- Organized & Assisted with Week-of-Welcome Activities (1/12 - 1/16)
- Organized & Participated in Clubs & Organizations Day (1/21)
- Hosted BINGO on Main Campus (1/23)
- Hosted BINGO on Main Campus (1/30)
- Assisted with the ordering & installation of new Fridge & Freezer in Bernie's Place

#### *Counseling/Advising—Donna Price*

- Attended Spring Convocation 1/ 8
- Attended ICC TAC Statewide Standards & Best Practices 1/ 15
- Participated in Clubs & Organizations Day for the LGBTQ+ Diversity Club 1/ 21
- Participated in a session with Dr. Dawkins (DSW) 1/ 22
- Attended training entitled Disability accommodations in the news again- how to respond to skeptical faculty 1/22

- Participated in a session with Dr. Dawkins (DSW) 1/29
- Attended training session: Family therapy during a global pandemic 1/ 29
- Attended training session: A social worker's guide to effectively managing intimate partner violence in healthcare settings 1/ 29
- Attended training session: Clinical aspects of dementia and the role of the social worker in the care for persons living with dementia and their families 1/ 29
- 13.30 Counseling hours
- Four after hours

*CBE Success—Jordan Curtis*

- 1/15- Accepted CBE Success Coach Position
- 1/23- Participated in CBE Advisement Training
- 1/28- Attended Weekly CBE Meeting with Welding Faculty

**Executive Assistant to Vice President of Student Affairs – Jacqueline Smith**

In January, Bernie's Place recorded an overall utilization of 396, with 130 unique users accessing the service.

Location	Total Utilization	Total Unique Users
Alexander County	61	14
Main Campus	329	113
Massac County	5	2
Union County	1	1

Thanks to the collective efforts of the Student Engagement Team, Student Success Department, Phi Theta Kappa, and the Saints Foundation, Bernie's Place has added a refrigerator and freezer. These additions allow us the ability to offer fresh and frozen food options to students and better meet ongoing needs.

In addition, Shawnee Community College proudly placed 5th statewide in the **ICCB Feed the Need Campaign** for the second consecutive year, donating 10,750 food items. This achievement reflects the continued commitment of our campus community to addressing student food insecurity and supporting Bernie's Place.

**Vice President of Student Affairs – Jeff McGoy**

Jeff attended the Following Events/Meetings for January 2026:

- 1/5/2026 - Dual Credit Pilot Exploration Meeting
- 1/6/2026 - Meeting with the Extension Center Staff
- 1/6/2026 - Meeting with EAB Leadership regarding Navigate360 Services
- 1/7/2026 - Meeting regarding CBE
- 1/7/2026 - Follow Up Meeting regarding One Million Degree Meeting
- 1/7/2026 - Scholarship Discussion/EApp Update with FAS Consultant
- 1/8/2026 - 2026 Spring Convocation
- 1/9/2026 - Faculty Meeting
- 1/9/2026 - Student Affairs Welcome Back Luncheon/Meeting
- 1/13/2026 - 2026 Strategic Plan Topline Overview
- 1/14/2026 - Retirement Celebration for V. Chamness
- 1/14/2026 - Meeting with SIU Administrator regarding Potential Staff Training
- 1/15/2026 - Disciplinary Hearing
- 1/20/2026 - Community Education Resources Meeting
- 1/23/2026 - Dual Credit Training
- 1/23/2026 - Performance Evaluation Review
- 1/27/2026 - Common App & Direct Admissions Implementation Virtual Meeting

- 1/28/2026 - Financial Aid Documents for Veteran Affairs Survey Completion
- 1/29/2026 - Student-Athlete Advisory Committee Meeting

Attended the Following Weekly/Monthly Meetings for January 2026:

- Weekly Cabinet Meetings
- VPSA Performance Evaluations
- Meetings with Direct Reports and Staff regarding Job Descriptions
- Monthly SCC President and VP Meeting
- One on One Meetings with Direct Reports - All Month
- Student Affairs Leadership Team Meeting (SALT)
- Meetings with Individual Staff Members
- Executive Council Meeting
- SCC Board of Trustees Meeting
- All Student Affairs Meeting
- Monthly One-on-One Meeting with SCC President

***Submitted by:***

**Jeff McGoy, Vice President of Student Affairs**



Submitted by Andrea Witthoft  
Illinois Community College Trustees Association Liaison  
[www.communitycolleges.org](http://www.communitycolleges.org)

Trustee Witthoft notes no substantial items ICCTA or ACCT items to report.

**REGULAR MEETING  
BOARD OF TRUSTEES DISTRICT NO. 531  
SCC MAIN CAMPUS, RIVER ROOM  
DECEMBER 18, 2025, 6:00 P.M.**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held December 18, 2025 in the River Room and via Zoom. The meeting was called to order @6pm by Chairperson Steve Heisner.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. A Few Moments of Voluntary Prayer and Reflection**
- IV. Roll Call**

Code	TRUSTEE	Code	TRUSTEE
	Ms. Deborah Shelton-Yates	√	Ms. Nancy Holt
√	Ms. Andrea Witthoft	√	Ms. April Moore
	Dr. John Earnhart	√	Ms. Tiffany Schultz
	Mr. Landon Stafford (Advisory Vote)	√	Mr. Steve Heisner

**Others in attendance:**

Dr. Tim Taylor, President  
 Dr. Melanie Pecord, Interim Vice President of Academic Affairs  
 Chris Clark, Vice President of Administrative Services  
 Jeff McGoy, Vice President of Student Affairs  
 Felicia Rouse, Executive Director of Human Resources  
 Kevin Hunsperger, Executive Director of Public Information & Marketing  
 Amanda Hannan, Dean of Allied Health & Nursing  
 Kristy Stephenson, Dean of CTE  
 Dr. Kristin Shelby, Dean of Transfer  
 Cheryl Cummins, Workforce Training Specialist  
 Robert Hawkins, HVAC Faculty  
 Ryan Dodd, Architect  
 Matthew White, Head Coach, Baseball (via Zoom, joined 6:12pm)  
 Logan Bledsaw, Assistant Coach, Baseball (via Zoom, joined 6:21pm)  
 Jesse Smith-Fulia, S.C.E.A. President, Faculty (via Zoom)  
 Lori Armstrong, Department Chair, Faculty (via Zoom)  
 Dwayne Fehrenbacher, Director of IT (via Zoom)  
 Jonathan Van Meter, Computer Services Specialist  
 Hayden Eddings, Attorney  
 Becky Hawes, Recruiter/Advisor (via Zoom, joined 6:19pm)  
 Dr. Ian Nicolaidis, Department Chair, Faculty (via Zoom, joined 6:19pm)  
 Shane Bennett, Saints Foundation Executive Director  
 Tina Dudley, Executive Assistant to the President  
 Jackie Hamilton-Smith, Executive Assistant to VP of Student Affairs (via Zoom)  
 Steve Gavatorra, Consultant (via Zoom)  
 Caty Roland, MH CPA (via Zoom)  
 Wade Hoey, MH CPA (via Zoom)

**V. Agenda & Addendums****ACTION - 1**

A motion was made by Andrea Witthoft and seconded by Nancy Holt to approve the Agenda and Addendums as presented.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, T. Schultz, A. Moore and A Witthoft all voted Yea. Dr. Earnhart and D. Shelton-Yates were Absent. The Chairperson declared the motion carried.

**VI. Recognition of Guests and Public Comment**

- Dean Stephenson introduced Full-Time HVAC Instructor Robert Hawkins
- Dr. Taylor introduced Interim Vice President of Academic Affairs, Dr. Melanie Pecord

**VII. Communications**

- The Student Trustee report was provided in the Board Book.
- The Faculty report was previously provided, Jesse reiterated its content.
- The President's report was previously provided. Dr. Taylor introduced Dr. Shelby as the new Executive Director of Institutional Effectiveness.
- The College Senior Leadership reports were previously provided with no further updates provided.
- The Saints Foundation report was previously provided and there were no further updates.
- The ICCTA report was previously provided. Trustee Witthoft acknowledged and congratulated the recent HCCTP graduates. Trustee Moore also commended their success.

**VIII. Monitoring Reports & Board Policy Review**

- A. Presentation of Continuing Education & Workforce Training Annual Report
  - i. B1005 Continuing Education Programming Policy
  - ii. B1006 Workforce Training Policy

**IX. Consent Agenda****ACTION - 2**

A motion was made by April Moore and seconded by Tiffany Schultz to approve the Consent Agenda as recited with the removal of the Ratification of Fall 2025 Adjunct Faculty Stipends.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, A. Moore, T. Schultz and A Witthoft all voted Yea. Dr. Earnhart and D. Shelton-Yates were Absent. The Chairperson declared the motion carried.

- A. Disposition of 11/18/2025 Regular Board Meeting Minutes - **APPROVED**
- B. Disposition of 12/03/2025 Special Board Meeting Minutes (President Evaluation)- **APPROVED**
- C. Disposition of 12/08/2025 Special Board Meeting Minutes (Board Finance)- **APPROVED**
- D. Acceptance of Treasurer's Report - **APPROVED**
- E. Consideration for Ratification of November Bills - **APPROVED**
- F. Acceptance of Personnel Report - **APPROVED**
  - i. Health Insurance Rates
  - ii. Consideration for Ratification of Fall 2025 FT Faculty Stipends
  - iii. Consideration of Fall 2025 Adjunct Faculty Pay
- G. Consideration for Approval to Continue Confidentiality of Closed Session Minutes - **APPROVED**
- H. Consideration for Amending Polices (Noted in VIII. A.) - **APPROVED**
  - i. B1005 Continuing Education Programming Policy
  - ii. B1006 Workforce Training Policy

*Minutes pp 2 of 6*

**X. Shared Governance – Administrative Update**

- C. New/Revised Policy
  - i. None
  
- B. New/Revised Operating Standard
  - i. A1000.20 Shared Governance Manual Management
  - ii. A4100.50 Alternate/Remote Work Assignment

**XI. A. CONSIDERATION FOR APPROVAL OF FALL 2025 ADJUNCT STIPENDS**

**ACTION - 3**

A motion was made by Tiffany Schultz and seconded by Nancy Holt to approve Fall 2025 Adjunct Stipends as presented.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, T. Schultz, and A Witthoft all voted Yea. A. Moore was Abstained. Dr. Earnhart and D. Shelton-Yates were Absent. The Chairperson declared the motion carried.

**XI. B. PRESENTATION OF THE FY25 AUDIT RESULTS**

**ACTION - 4**

A motion was made by Andrea Witthoft and seconded by April Moore to accept the FY25 Audit Results as presented by MH CPA PLLC and authorize the President to submit the FY25 Audit to the Illinois Community College Board (ICCB) in accordance with Administrative Rule 1501.503.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, A. Moore, T. Schultz, and A Witthoft all voted Yea. Dr. Earnhart and D. Shelton-Yates were Absent. The Chairperson declared the motion carried.

**XI. C. BOARD FINANCE COMMITTEE UPDATE**

**RECOMMENDATION: ENDORSE REORGANIZATION ADJUSTMENTS - NO MOTION**

**ACTION - 5**

A motion was made by Nancy Holt and seconded by Andrea Witthoft to approve the addition of one full-time Truck Driver Trainer, consistent with the Board Finance Committee’s findings and expectations for program performance, capacity restoration, and continued alignment with regional workforce needs.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, A. Moore, T. Schultz, and A Witthoft all voted Yea. Dr. Earnhart and D. Shelton-Yates were Absent. The Chairperson declared the motion carried.

**RECOMMENDATION: RECEIVE THE COMPENSATION STUDY FRAMEWORK FOR DISCUSSION AT THE JANUARY BOARD RETREAT WITH FORMAL DIRECTION TO BE PROVIDED FOLLOWING THAT SESSION - NO MOTION**

**XI. D. PRESENTATION AND ADOPTION OF THE STRATEGIC PLAN GOALS & OBJECTIVES**

**ACTION - 6**

A motion was made by Tiffany Schultz and seconded by April Moore to adopt the 2026-2030 Strategic Plan Goals and Objectives as presented.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, A. Moore, T. Schultz, and A Witthoft all voted Yea. Dr. Earnhart and D. Shelton-Yates were Absent. The Chairperson declared the motion carried.

**XI. E. CONSIDERATION FOR APPROVAL OF THE CY25 TAX LEVY**

**ACTION - 7**

A motion was made by April Moore and seconded by Nancy Holt to approve the CY25 Tax Levy and authorize the President to file levy certificates with the appropriate County Clerks.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, A. Moore, T. Schultz, and A Witthoft all voted Yea. Dr. Earnhart and D. Shelton-Yates were Absent. The Chairperson declared the motion carried.

**XI. F. CONSIDERATION FOR RESOLUTION TO INTERVENE ON TAX APPEAL**

**ACTION - 8**

A motion was made by Tiffany Schultz and seconded by Andrea Witthoft to adopt the resolution authorizing Johnson, Schneider & Ferrell, LLC, and specifically Attorney John Schneider, to represent the College in the Grand Tower Energy Tax Appeal and to pursue the intervention necessary to protect the College's financial interests.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, A. Moore, T. Schultz, and A Witthoft all voted Yea. Dr. Earnhart and D. Shelton-Yates were Absent. The Chairperson declared the motion carried.

**XI. G. CONSIDERATION FOR APPROVAL OF THE BID FOR PROJECT #25023, BASEBALL FACILITY UPGRADE**

**ACTION - 9**

A motion was made by April Moore and seconded by Andrea Witthoft to approve the lowest qualified base bid from H.E. Mitchell Construction Company, Inc., of Harrisburg, Illinois in the amount of \$810,505.00 and authorize the President to execute and initiate the construction contract.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, A. Moore, T. Schultz, and A Witthoft all voted Yea. Dr. Earnhart and D. Shelton-Yates were Absent. The Chairperson declared the motion carried.

**XI. H. CONSIDERATION FOR APPROVAL OF TRUCK PURCHASE**

**ACTION - 10**

A motion was made by Nancy Holt and seconded by Tiffany Schultz to approve the bid in the amount of \$48,445 from Autry Morlan Dodge of Sikeston, Missouri, and authorize the President to initiate the purchase contract.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, A. Moore, T. Schultz, and A Witthoft all voted Yea. Dr. Earnhart and D. Shelton-Yates were Absent. The Chairperson declared the motion carried.

**XI. I. DISCUSSION ON BOARD RETREAT TOPICS  
NO MOTION NECESSARY**

**XII. EXECUTIVE SESSION**

**ACTION - 11**

A motion was made by Andrea Witthoft and seconded by Nancy Holt to adjourn and go into Executive Session at 7:46 pm for the purpose of:

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5 ILCS 120/2 (c)(1)
- B. Consideration of Purchase or Lease of Real Property for the Use of the Public Body pursuant to 5ILCS 120/2 (c)(5)
- C. Consideration of Approval of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c)(11)

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, A. Moore, T. Schultz, and A Witthoft all voted Yea. Dr. Earnhart and D. Shelton-Yates were Absent. The Chairperson declared the motion carried.

**ACTION - 12**

A motion was made by Andrea Witthoft and seconded by Nancy Holt to adjourn out of Executive Session at 9:07 pm.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, A. Moore, T. Schultz, and A Witthoft all voted Yea. Dr. Earnhart and D. Shelton-Yates were Absent. The Chairperson declared the motion carried.

**ACTION - 13**

A motion was made by April Moore and seconded by Tiffany Schultz to approve the minutes of the Executive Session held on December 18, 2025.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, A. Moore, T. Schultz, and A Witthoft all voted Yea. Dr. Earnhart and D. Shelton-Yates were Absent. The Chairperson declared the motion carried.

**XIV. TRUSTEE COMMENTS**

There were no Trustee comments.

**XV. ADJOURNMENT**

**ACTION - 14**

A motion was made by Nancy Holt and seconded by Andrea Witthoft to adjourn at 9:08 pm.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, T. Schultz, A. Moore and A Witthoft all voted Yea. Dr. Earnhart and D. Shelton-Yates were Absent. The Chairperson declared the motion carried.

**SPECIAL MEETING – BOARD RETREAT  
BOARD OF TRUSTEES DISTRICT NO. 531  
SCC MAIN CAMPUS, FOUNDERS ROOM  
JANUARY 15, 2026, 5:00 P.M.**

The Board Retreat of Shawnee Community College District No. 531 Board of Trustees was held January 15, 2026, in the Founders Room and via Zoom. The meeting was called to order @5:01pm by Chairperson Steve Heisner.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. A Few Moments of Voluntary Prayer and Reflection**

**IV. Roll Call**

Code	TRUSTEE	Code	TRUSTEE
✓	Ms. Deborah Shelton-Yates	✓	Ms. Nancy Holt
✓	Ms. Andrea Witthoft	✓	Ms. April Moore
	Dr. John Earnhart	✓	Ms. Tiffany Schultz
	Mr. Landon Stafford (Advisory Vote)	✓	Mr. Steve Heisner

**Others in attendance:**

- Dr. Tim Taylor, President
- Chris Clark, Vice President of Administrative Services
- Felicia Rouse, Executive Director of Human Resources
- Tina Dudley, Executive Director of Human Resources
- Jackie Hamilton-Smith, Executive Assistant to the VP of Student Affairs (via Zoom)
- Rhiannon Martin, HR Support Specialist (via Zoom)
- John Schneider, Attorney, Arrived @6:08pm

**V. Recognition of Guests and Public Comment**

There was no public comment.

**VI. Agenda & Addendums**

**ACTION - 1**

A motion was made by Andrea Witthoft and seconded by Deborah Shelton-Yates to approve the Agenda and Addendums as presented.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, T. Schultz, Deborah Shelton-Yates, A. Moore and A Witthoft all voted Yea. Dr. Earnhart was Absent. The Chairperson declared the motion carried.



**VI. A. STRATEGIC PLAN STEWARDSHIP**

No Motion - The Board engaged in discussion:

- What information does the Board need to confidently fulfill its oversight role with respect to the Strategic Plan?
- At what level should strategic progress be reported to support Board judgment without recreating operational or activity-level reporting?
- How should Strategic Plan monitoring connect to Board policy—particularly Strategic Outcomes and related Monitoring Reports—rather than operating as a standalone reporting process?

**VI. B. FACILITIES MASTER PLAN**

No Motion - The Board engaged in discussion:

- The role of the Facilities Master Plan as a long-range strategic and stewardship framework rather than an implementation schedule;
- The Board's tolerance for financial and enrollment risk as it relates to facilities investment and deferred maintenance;
- Expectations for alignment between facilities decisions, enrollment realities, and the College's multi-year financial planning; and
- The conditions or decision thresholds the Board expects to be met before major facilities actions are brought forward for consideration.

**VI. C. COMPENSATION FRAMEWORK**

No Motion - The Board engaged in discussion after a presentation by ED Rouse.

**VI. D. FINANCIAL SUSTAINABILITY & GUIDANCE FOR BOARD FINANCE COMMITTEE**

No Motion - The Board engaged in discussion:

- Whether and how the five-year plan should explicitly integrate facilities planning, compensation structures, revenue uncertainty, and program lifecycle decisions;
- The level of conservatism and flexibility the Board expects in long-range financial assumptions, given enrollment and funding variability;
- How financial tradeoffs and emerging risks should be surfaced to the Board in a timely and transparent manner; and
- What conditions or thresholds should trigger further Board discussion as part of ongoing financial oversight?

**VI. E. BOARD GOALS**

No Motion - The Board reviewed the draft goals, with attention to:

- Whether the goals appropriately reflect the Board's governance-level responsibilities and priorities for the coming year;
- Whether the scope and emphasis of the goals align with recent Board discussions and anticipated areas of focus; and
- Whether any clarification, refinement, or adjustment is needed to ensure the goals clearly communicate Board intent.

**VII. EXECUTIVE SESSION**

**ACTION - 2**

A motion was made by Nancy Holt and seconded by Andrea Witthoft to adjourn and go into Executive Session at 7:40 pm for the purpose of:

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5 ILCS 120/2 (c)(1)
- B. Consideration of Approval of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c)(11)

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, D. Shelton-Yates, A. Moore, T. Schultz, and A Witthoft all voted Yea. Dr. Earnhart was Absent. The Chairperson declared the motion carried.

**ACTION - 3**

A motion was made by Deborah Shelton-Yates and seconded by Nancy Holt to adjourn out of Executive Session at 8:36pm.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, T. Schultz, D. Shelton-Yates, A. Moore and A Witthoft all voted Yea. Dr. Earnhart was Absent. The Chairperson declared the motion carried.

**ACTION - 4**

A motion was made by Andrea Witthoft and seconded by Nancy Holt to approve the minutes of the Executive Session held on January 15, 2026.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, T. Schultz, D. Shelton-Yates, A. Moore and A Witthoft all voted Yea. Dr. Earnhart was Absent. The Chairperson declared the motion carried.

**VIII. EXECUTIVE SESSION ACTION ITEMS**

There were no Executive Session Action Items.

**XIV. TRUSTEE COMMENTS**

There were no Trustee comments.

**XV. ADJOURNMENT**

**ACTION - 5**

A motion was made by Nancy Holt and seconded by Andrea Witthoft to adjourn at 8:39 pm.

**On roll call vote, the members voted as follows:** N. Holt, S. Heisner, T. Schultz, D. Shelton-Yates, A. Moore and A Witthoft all voted Yea. Dr. Earnhart was Absent. The Chairperson declared the motion carried.

*Minutes pp 3 of 3 (Board Retreat)*



**SPECIAL MEETING - BOARD FINANCE COMMITTEE  
BOARD OF TRUSTESS DISTRICT NO. 531  
SCC MAIN CAMPUS, FOUNDERS ROOM  
FEBRUARY 2, 2026, @2:00 PM**

The Board Finance Committee of Shawnee Community College District No. 531 was held February 2, 2026 in the Founders Room. The meeting was called to order at 2:15pm by Chairperson Andrea Witthoft.

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

√	Andrea Witthoft	√	Nancy Holt
√	April Moore		

**Others Present:**

Dr. Tim Taylor, President  
Chris Clark, Vice President of Administrative Services  
Felicia Rouse, Executive Director of Human Resources  
Tina Dudley, Executive Assistant to the President

**IV. Recognition of Guests and Public Comment**

There were no guests or public comment.

**V. Presentation, Discussion, and Action Items**

**A. FY27 Tuition & Universal Fee Recommendation**

Providing data that will help develop a five-year plan and further build any recommendations related tuition and universal fees, Dr. Taylor shared a document entitled Financial Risk Dashboard KPI Definitions & Color Interpretations which helped describe the following:

- Operating Viability
- Grant & Soft-Money Dependence
- Capital Liquidity
- Debt Service & Fund Coverage
- Fund Balance Sustainability

**B. Compensation Framework Review**

Continued discussion related to the Compensation Framework will occur during the full Board meeting on February 19, 2026 Board Meeting.

**VI. Adjournment**

**ACTION - 1**

A motion was made by April Moore and seconded by Nancy Holt to adjourn at 4:35 pm.

**On roll call vote, the members voted as follows:** N. Holt, A. Moore and A. Witthoft all voted Yay. The Chairperson declared the motion carried.



**SHAWNEE COMMUNITY COLLEGE**  
**Fund Balances**  
As of January 31, 2026

<b>Fund</b>	
Education	\$9,942,013
Operations & Maintenance (Building)	\$1,937,896
Operations & Maintenance (Restricted Building)	\$8,504,333
Bond & Interest	\$572,271
Auxiliary Enterprises	\$359,903
Working Cash	\$5,873,870
Trust & Agency	\$301,315
Audit	\$18,293
Liability Protection Settlement (TORT)	\$1,193,813
<b>Grand Total</b>	<b>\$28,703,708</b>

**SHAWNEE COMMUNITY COLLEGE**  
**Operating Funds**  
**Statement of Revenue, Expenses, & Changes in Net Assets**  
For Seven Months Ended January 31, 2026

<b>REVENUES</b>	<b>Education Fund</b>		<b>O&amp;M Fund</b>	
Local Government Sources	\$	1,548,272	\$	776,789
State Government Sources		2,809,522		339,923
Tuition & Fees		5,328,612		
Sales & Service Fees		29,965		
Facilities Revenue				24,448
Investment Revenue		254,468		
Other Revenue		68,004		13,866
<b>Total Revenues:</b>	<b>\$</b>	<b>10,038,843</b>	<b>\$</b>	<b>1,155,026</b>
<b>EXPENDITURES</b>				
Instruction		2,182,428		
Academic Support		404,376		
Student Services		751,509		
Public Services/Continuing Education		481,256		
Operations & Maintenance of Plant				898,494
Institutional Support		2,224,924		
Scholarships, Student Grants, & Waivers		1,811,143		
<b>Total Expenditures:</b>	<b>\$</b>	<b>7,855,636</b>	<b>\$</b>	<b>898,494</b>
<b>TOTAL TRANSFERS AMONG FUNDS:</b>				
Transfers to Restricted O&M Fund				
Transfers to Auxilliary Funds		623,181		
<b>TOTAL TRANSFERS AMONG FUNDS:</b>	<b>\$</b>	<b>623,181</b>	<b>\$</b>	<b>-</b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b>\$</b>	<b>1,560,026</b>	<b>\$</b>	<b>256,532</b>

## Board Memorandum

**Board of Trustees**

Dr. John Earnhart  
 Steve Heisner  
 Nancy Holt  
 April Moore  
 Tiffany Schultz  
 Deborah Shelton-Yates  
 Andrea Witthoft

**Student Trustee**

Landon Stafford

**President**

Dr. Tim Taylor

**Vice Presidents**

Dr. Melanie Pecord, Interim  
 Chris Clark  
 Jeff McGoy

**Executive Directors**

Kevin Hunsperger  
 Felicia Rouse  
 Dr. Kristin Shelby

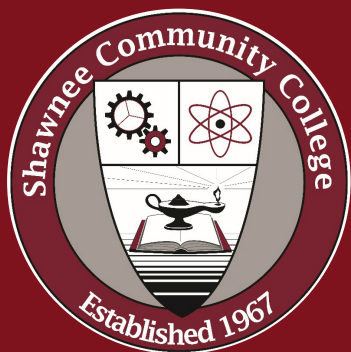
To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Chris Clark  
 RE: Approval of December 2025 and January 2026 Bills  
 Date: 02.19.26

Background: The following summary of Bills presented during the months of December and January by Fund, is noted in the tables below.

Expenditures (Bills) Fiscal Year 2026				
Fund	Budget	Previously Approved	Dec & Jan*	Δ Budget to Actual
Education	\$13,678,708	\$6,577,497	\$1,901,320	\$5,199,891
Building	\$1,733,905	\$654,717	\$243,777	\$835,411
Building (Restricted)	\$8,302,926	\$987,534	\$283,647	\$7,031,745
Bond & Interest	\$1,399,125	-	\$1,301,750	\$97,375
Auxiliary Enterprises	\$1,587,255	\$641,800	\$184,815	\$760,640
Restricted Purposes	\$6,416,344	\$2,440,676	\$387,082	\$3,588,586
Trust & Agency	-	\$29,346	\$22,961	-
Audit	\$55,900	\$55,900	-	-
Liability/Protect/Settle	\$933,742	\$258,856	\$454,944	\$219,942
<b>Grand Total</b>	<b>\$34,107,905</b>	<b>\$11,856,326</b>	<b>4,780,296</b>	<b>\$17,733,589</b>

**Recommendation:** I recommend the Board approve the December & January Bills as presented.

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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Felicia Rouse  
 RE: Personnel Report  
 Date: 02.19.26

The following reflects the routine personnel actions taken since the last Board meeting.

**Employment***Previously Board-Approved Full-Time Positions Hired*

- Trina Moore, Testing Center Assistant, \$35,500 effective 02.02.26.
- Tracy Harris, Financial Aid Counselor, \$42,000 effective 02.17.26.
- Samantha Wilcox, Welding Instructor, \$55,173 effective 01.08.26.

*Part-Time Ratifications*

- Andrew Boyce, Adult Ed Instructor, \$23 per hour
- Michael Burgess, Adult Ed Instructor, \$24 per hour
- Jacalyn Crites, Instructor of CPR, \$30 per hour
- Keturah Dusch, Adult Ed Instructor, \$24.96 per hour
- Amanda Hannan, Instructor of CPR, \$30 per hour
- Ginger Harner, Adult Ed Instructor, \$24 per hour
- Matthew Kerley, Truck Driving Trainer, \$25 per hour
- Jan Lewis, Adult Ed Coordinator, \$24.96 per hour
- Robert Woods, Adult Ed Instructor, \$24 per hour

*Transfer*

- Kristien Basler transferred from the Bookstore Assistant position to the Administrative Assistant - Enrollment position, \$37,500 effective 01.16.26.
- Jordan Curtis transferred from the Testing Center Assistant position to the CBE Success Coach position, \$45,000 effective January 16, 2026.
- Tyler Dixon transferred from the Educational Talent Search Academic Specialist position to the Director of Educational Talent Search position, \$57,000 effective January 16, 2026.
- Dr. Kristin Shelby transferred from the Dean of Transfer & Adult Education position to the Executive Director of Institutional Effectiveness position, \$92,368 effective January 5, 2026.

*Stipend*

- Dr. April Dollins will serve as the Interim Director of Nursing from January 20, 2026, through May 31, 2026, and will receive a \$6,750 stipend for the interim appointment.

**CONTINUED - NEXT PAGE**

**Personnel Report [CONTINUED]**

The following is a list of open positions reflected in the FY26 budget:

**Vacancies**

*Full-Time*

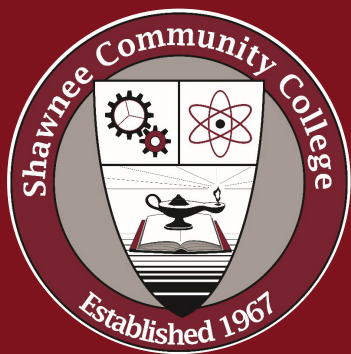
- Administrative Assistant to Transfer & Adult Education
- Adult Education Career Navigator
- Bookstore Assistant
- Coordinator of Learning Innovation
- Dean of Allied Health & Nursing
- Dean of Transfer & Adult Ed
- Director of Financial Aid & Veteran Services
- Director of Occupational Therapy Assistant
- Director of Respiratory Therapy
- Educational Talent Search Academic Specialist
- Executive Assistant to the President
- Highway Construction Career Training Program Coordinator
- Instructor of Nursing
- Sponsored Programs Coordinator
- Truck Driving Trainer
- Vice President of Academic Affairs

*Part-Time*

- Bus Driver
- CPR Instructor
- Lab Safety Assistant
- Nursing Tutor
- Truck Driving Trainer
- Welding Lab Assistant

**Recommendation:** I recommend that the Board ratify and accept the February Personnel Report as presented.

## Board Memorandum

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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Chris Clark  
 RE: Shawnee Development Council Lease Agreement  
 Date: 02.19.26

**Background:** The College has historically partnered with regional public service agencies by providing leased space within College facilities where missions align around education, workforce participation, and community stability.

The existing lease arrangement with Shawnee Development Council, Inc. (SDCI) at the Cairo Extension Center is expiring. SDCI has expressed interest in continuing its occupancy, and administration believes maintaining this partnership remains beneficial given the agency's service footprint and the current availability of space at the Center.

Under the proposed agreement, SDCI will lease designated office space for \$300 per month for an initial one-year term, with automatic annual renewals for up to five years unless terminated by either party in accordance with the lease provisions.

Consistent with evolving institutional practice and risk management standards, the College will not provide internet service to external organizations. SDCI will be responsible for securing and maintaining its own connectivity.

The lease has been reviewed by College counsel, and the terms are acceptable to both parties.

**Recommendation:** I recommend the Board approve the attached lease agreement with Shawnee Development Council, Inc., and authorize the President to execute the agreement in accordance with the stated terms.

## LEASE AGREEMENT

This Lease Agreement is effective March \_\_\_\_\_, 2026 by and between Shawnee Community College, an Illinois Public Community College, located in Ullin, Illinois, hereinafter referred to as Lessor, and Shawnee Development Council, Inc, hereinafter referred to as ;'Lessee", witnessed:

1. **Leased/Demised Premises.** Lessor does hereby lease to Lessee, and Lessee does hereby lease from Lessor, the following described premises: Room 103 located on the Shawnee Community College Cairo Extension Center campus in the City of Cairo, County of Alexander, and State of Illinois, hereinafter referred to as " Demised Premises.  
"
2. The Lessee shall also be permitted the non-exclusive use of all common areas such as the parking lot located at the Cairo Extension Center building in Cairo, Illinois, for Lessee's employees and clients.
3. **Term and Options to Extend.** The initial term of this Lease shall be for a period of one (1) year and shall commence on March 1, 2026 and extend until February 28, 2027. Either party shall have the exclusive option to terminate this lease for any reason by giving the other ninety (90) days written notice. Unless terminated by either party in writing ninety (90) days prior to the expiration of this Lease, or in the event of default by Lessee during the term of this Lease, this Lease shall automatically extend for successive one (1) year periods without any action by either party for up to a total lease term of five (5) years from the date of this Lease. In the event that either party does not wish to extend this Lease, then it shall provide the other party written notice of termination at lease ninety (90) days prior to the expiration of the Lease term.
4. **Payment for Rent.** During the term of this Lease, the monthly rent amount shall be three hundred dollars (\$300.00) per month. Said rent is payable in advance on the first day of month during the term1 of the lease. The first of said monthly rent payments shall begin on the first day of March 2026. Said rent is payable to Lessor at 8364 Shawnee College Road, Ullin, IL 62992, or such other place as Lessor may direct in writing.
5. **Utility Charges.** Lessor agrees to pay for the cost of the utilities including electric, gas, water, sewer and trash removal for the area being leased from Lessor during any term of this Lease Agreement.
6. **Internet Service:** Lessor does not provide internet service as part of this Lease. Lessee acknowledges that it is their sole responsibility to obtain, pay for, and maintain any internet service required. Lessor shall not be liable for the provision, maintenance, or quality of any internet service during the term of this Lease.
7. **Improvements to the Demised Premises.** In the event that Lessee decided to make any improvements to the demised premises, Lessee does hereby agree to obtain the expressed written consent of Lessor's president prior to conducting any repairs and/or improvements to the premises. In the event Lessee is allowed to make improvements to the demised premises, then Lessee shall be solely and exclusively responsible for the costs associated with those improvements. Any repairs and/or improvements to the property by Lessee shall become the sole and exclusive property of Lessor at the end of the Lease.

8. **Maintenance and Repairs.** In the event Lessor determines to repair, replace or otherwise maintain the area being leased by Lessee, then Lessor shall be responsible for any cost associated with such repair, replacement or maintenance. In the event Lessee causes damage to the area being leased by Lessee, to the demised premises, or to the building /parking lot where the demised premises is located, then at Lessor's sole and exclusive discretion Lessee shall be responsible to either repair the damage or reimburse Lessor for such repair to Lessor's satisfaction. Lessee expressly understands that it will provide its own equipment, supplies or other materials necessary to conduct its business on the demised premises and that it should be responsible for moving any such equipment or supplies to or from demised premises. At the termination of this Lease, Lessee shall surrender the premises to Lessor in good condition, ordinary wear excepted.

Lessor or its agents shall have the right if it so elects to enter upon the Demised Premises at reasonable times and in the manner that does not interfere with the operation of Lessee's business (except as many be necessitated by emergency) for the purpose of inspecting the same and/or for the purpose of maintenance and repair of any pipes and/or conduits and/or ducts whether same are used in the supply of services to the Lessee or to other occupants of building or adjacent buildings in connection with carrying on any reasonable or necessary work, cleaning, repairs, alterations or improvements in and about the building. Lessor agrees to notify Lessee in advance of such entry unless notice cannot be provided due to an emergency.

Lessee acknowledges that it is receiving the Leased Area "As Is" and "Where Is".

9. **Alterations and Improvements.** All alterations and improvements proposed by Lessee shall first be approved by Lessor's president in writing. Lessor's approval shall not be unreasonably withheld. Lessee agrees to indemnify and hold Lessor harmless from any mechanic or materialmen's liens that may be asserted against the Demised Premises. In the event a mechanic or materialmen's lien is filed or asserted against Lessor real property, Lessee agrees to timely have the same removed accordingly.
10. **Vending Machines.** Lessor shall have the exclusive right to place vending machines in or upon the demised premises and to collect all rents, issues, and profits therefrom. Lessor shall make reasonable effort to place said vending machines in a location that does not substantially disrupt Lessee's occupancy of the demised premises. Lessee agrees not to place any vending machines upon the demised premises without the express written consent of the Lessor.
11. **Taxes and Assessments.** Lessee agrees to pay, otherwise reimburse Lessor. for all real estate property taxes and other assessments on the Demised Premises, if the same are assessed.
12. **Quiet Enjoyment.** In the event that Lessee complies with the obligations imposed upon it by this Lease, then Lessee shall have peaceable and quiet enjoyment of all the Demised Premises for the term of this Lease.

13. **Indemnification.** Lessee shall, at all times prior to the termination of this Lease and to the delivery to Lessor of possession of the Demised Premises and all improvements thereon, indemnify Lessor against all liability, loss, cost, damage, or expense sustained by Lessor, including attorney's fees and other expenses of litigation, arising prior to termination of this Lease term and delivery to Lessor of possession of the Demised Premises:
- a) The negligent or intentional acts or omissions of Lessee or Lessee ' s agents;
  - b) On account of or through the use of the Demised Premises or improvements or any part thereof by Lessee for any purpose inconsistent with the provisions of this Lease;
  - c) Arising out of, or directly or indirectly due to, any failure of Lessee in any respect promptly and faithfully to satisfy Lessee's obligation under this Lease;
  - d) Arising out of, or directly or indirectly due to, any accident or other occurrence causing injury to any person or persons or property resulting from the use of the Demised Premises and improvements or any part thereof by Lessee; and
  - e) For which the Demised Premises and improvements or any part thereof for the Lessor as owner thereof or interested therein may hereafter throughout the fault of Lessee without fault by Lessor become liable, and especially, but not exclusively, any such liability, Loss, cost, damage, or expense that may arise under any statute, ordinance, or regulation.

Lessee also shall, at all times prior to termination of the Lease term and delivery of Lessor of possession of the Demised Premises, indemnify Lessor against all liens and charges of any and every nature that may at times be established against the premises or any improvements thereon or any part thereof as a consequence, direct or indirect, of any act or omission of Lessee or as a consequence, direct or indirect, of the existence of Lessee's interest under this Lease.

Lessor shall indemnify and hold Lessee harmless from and against any claims, cost, liabilities, losses, damages and expenses arising, directly or indirectly, at any time from or out of:

- a) The negligent or intentional acts or omissions of Lessor or Lessor's agents;
  - b) Use or occupancy of any portion of Shawnee Community College not leased to Lessee;
  - c) The use or occupancy of the Demised Premises by any person or entity prior to or after the term of this Leases; or
  - d) The failure of Lessor in any respect promptly and faithfully to satisfy its obligations under this Lease.
14. **Insurance.** The parties agree that Lessee shall procure and maintain public liability insurance covering the Demised Premises in the minimum amounts of \$1,000,000.00 per person and \$2,000,000.00 per occurrence naming Lessor as an additional insured on said policy. Lessee shall annually furnish to Lessor evidence of paid insurance coverage as set forth above.

Further, Lessee shall be responsible for maintaining fire, casualty and other multi- peril insurance on any of the personal property contained in or erected on the Demised Premises by Lessee, whether owned by Lessee or not.

15. **Destruction of Demised Premises.** If the building on the Demised Premises shall be damaged by fire or other casualty covered by Lessor's policy of fire and extended coverage casualty insurance maintained on the building and
- a) The Demised Premises are thereby rendered wholly unsuitable for its intended use; or
  - b) The cost of repair or restoration as estimated by a contractor, architect or other construction consultant selected by Lessor, exceeds one-half (2) of the full replacement cost of the building; then in either such event either party may terminate this Lease. In addition, if the contractor, engineer or other construction consultant estimates that the required repair or restoration work cannot be completed within ninety (90) days of the occurrence of such damage, either Lessor or Lessee may terminate this Lease. If either party is entitled to terminate this Lease and desire to do so, it shall give the other party written notice of termination within thirty (30) days of the occurrence of such damage, and upon the giving of such notice, this Lease shall terminate as of the dates of the casualty, and any prepaid rent shall be refunded to Lessee. If the Demised Premises shall be damaged by any casualty as described in the first sentence of this section, and neither Lessor nor Lessee elect to terminate this Lease, then the insurance proceeds collected under the policy or policies maintained by Lessee pursuant to Paragraph 11 shall be paid over to Lessor, and Lessor shall promptly repair the same at its expense, and the rent shall proportionately abate during the period of such partial untenable. In the even the repairs or restoration are not completed within three hundred sixty- five (365) days from the date of the casualty, then Lessee shall have the continuing right to terminate this Lease.
16. **Subletting/Assignment.** Lessee may not sublet any portion of the Demised Premises or otherwise assign this Lease Agreement without the prior written consent of Lessor.
17. **Default.** With the exception of failure to pay rent by Lessee, if default be made in any of the covenants herein contained to be kept by Lessee for a period of thirty (30) days from the date they are due then Lessee shall be considered in default under the terms and conditions of this Lease upon thirty (30) days written notice of said default Lessor has the right and option to declare said term ended and to re-enter the Demised Premises, either with or without process of law and to remove and expel. without prejudice to any other remedy which might continue to be used for arrears of rent or breach of covenants, any person or persons occupying the Demised Premises. In the event of non-payment by Lessee, Lessor reserves the right to terminate this Lease Agreement within thirty (30) days of not receiving payment. No further notice or ability to cure is required of Lessor in the event of nonpayment.

In the event Lessor has to exercise its rights under the Lease Agreement, including an action for failure of Lessee to pay rent, unlawful detainer and eviction, or for any other cause of action at law or in equity, Lessee shall be responsible for Lessor's reasonable attorney's fees and court costs.

If Lessor fails to comply with any covenant, promise or condition contained in this Lease then Lessee shall give Lessor thirty (30) days written notice of said item default which shall provide that Lessor shall have the right and option to remedy that item of default within the aforesaid thirty (30) day period. In the event that Lessor does not remedy the item in default then Lessee may terminate this Lease without any further obligation to Lessor or in the alternative pursue with or without process of law any other remedy which might be available to Lessee.

18. **Notice.** Any notice, demand, request, statement, or payment which may be required or permitted according to the terms, conditions, or provisions of this Lease shall be given or made at the place hereinafter designated for giving notice to either party hereto. Any such notice, demand, request or statement shall be in writing and signed by the Lessor or the Lessee, or any of their agents, officers, or attorneys, and shall be deemed to have been duly given or served when

- a) personally, delivered to the Lessor or the Lessee or any of their agents, employees, or attorneys so authorized to conduct the business of Lessor or the Lessee, respectively, or
- b) forwarded by certified or registered mail with postage fully prepaid thereon, properly addressed to such party at the place hereinafter designated for giving notice.
  - i. The place for giving notice to the Lessor is:

Board of Trustees of Community College District Number 531, Counties of Alexander, Jackson, Johnson, Massac, Pulaski and Union, State of Illinois, 8364 Shawnee College Road, Ullin, IL 62992

- ii. The place for giving notice to the Lessee is:

Shawnee Development Council,  
530 W. Washington Street (PO Box 2980), Karnak, IL 62956

Such place and address may be changed by either party from time to time by serving and giving notice of such change to the opposite party in the matter hereinabove provided for giving notice.

19. **Right to Mortgage.** Lessor reserves the right to subject and subordinate this Lease at all times to the lien of any mortgages now or hereafter placed upon the Lessor's interest in the said Demised Premises and on the land of which the Demised Premises form a part. And the Lessee covenants and agrees to execute and deliver upon demand such further instruments subordinating this Lease to the lien of any such mortgage or mortgages as shall be desired by the Lessor and/or any mortgages or proposed mortgages.

20. **Law.** This Lease shall be interpreted and enforced in accordance with the laws of the State of Illinois.

21. **Heirs, Assigns and Successors.** This Lease is binding upon and inures to the benefit of the heirs, assigns, successors in interest, and legal representatives of the parties.

22. **Waiver of Item of Default.** No waiver by either part of any default shall be construed as a waiver of any subsequent default.

23. **Entire Agreement.** This Lease contains all the terms and conditions agreed upon by the parties and may be amended only by mutual agreement of the parties as reflected in an instrument or writing signed by both parties. No verbal statements or agreements shall constitute an amendment of any of the provisions of this contract. The parties expressly acknowledge that they have not relied on any prior or contemporaneous oral or written representation or statements by the other party in connection with the subject matter of this Agreement except as expressly set forth herein.

24. **Severability.** If any provision of this Agreement or the application of this Agreement is held invalid, the remainder of this Agreement and the application of such provision other than to the extent it is held invalid, will not be invalidated or affected thereby.

LESSOR

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NUMBER 531, COUNTIES OF UNION, ALEXANDER, MASSAC, PULASKI, JOHNSON, AND JACKSON, STATE OF ILLINOIS

\_\_\_\_\_  
Chairman, Board of Trustees  
Shawnee Community College

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees  
Shawnee Community Colleges

LESSEE  
SHAWNEE DEVELOPMENT COUNCIL, INC.

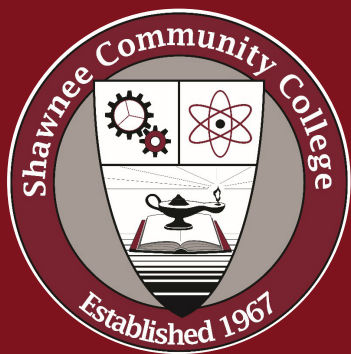
\_\_\_\_\_  
Executive Director

Witness

\_\_\_\_\_  
Date



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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Dr. Tim Taylor  
 RE: Five County Lease Agreement - UPDATE  
 Date: 02.19.26

**Background:** In July 2025, the Board approved a lease agreement with Five County Regional Vocational System for office space at the Rustic Campus.

On January 22, the College received formal notice that Five County has elected to exercise the lease's termination provision. The organization will continue to meet its obligations during the required notice period and will coordinate with the College on transition and return of the space.

In its attached correspondence, Five County indicates the decision is driven by enrollment requirements and financial considerations associated with its Area Career Center responsibilities. The letter also affirms the organization's desire to continue partnering with the College in support of students and regional workforce development.

Because the termination process is governed by the terms of the lease previously authorized by the Board, no further Board action is required. Administration will manage the close-out and determine future use of the space. No financial impact is anticipated, as the lease rate was nominal and utilities were the responsibility of the tenant.

**Recommendation:** None.



**Five County  
Regional Vocational System  
P.O. Box 70 Tamms, IL 62988  
(618) 747-2703 (618) 747-9223 Fax (618) 747-2872  
Jeremy Holley, Director**

January 22, 2026

Dear Dr. Taylor and Members of the Board of Trustees,

Thank you for the partnership Five County Regional Vocational System has shared with Shawnee Community College. We value the opportunity to work together in serving students across our region and appreciate the collaboration that has taken place at the Rustic Campus.

After thoughtful discussion, Five County has decided to move forward with terminating our lease at the Rustic Campus. As an Area Career Center, we must maintain a minimum enrollment of 150 students, and given current enrollment trends and financial uncertainties, we believe this is the most responsible step to ensure the long-term stability of the regional vocational system.

This decision is not a reflection of our relationship with Shawnee Community College. We remain committed to working together and to exploring future opportunities that allow us to continue supporting students and workforce development in our region.

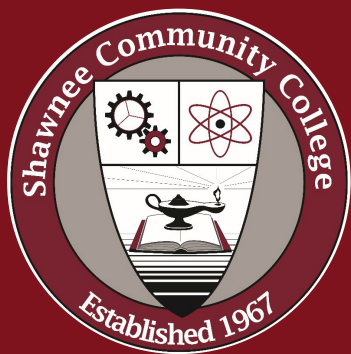
We appreciate your understanding and look forward to continuing our partnership in ways that best serve students and our shared mission.

Respectfully,

A handwritten signature in black ink that reads "Jeremy Holley". The signature is fluid and cursive, with the first name being more prominent.

Jeremy Holley  
Director  
Five County Regional Vocational System

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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Dr. Tim Taylor  
 RE: Statement of Guiding Principles  
 Date: 02.19.26

**Background:** At the January 15, 2026, Board Retreat, Trustees engaged in a structured discussion regarding strategic stewardship, long-range capacity, workforce sustainability, and financial planning expectations. The purpose of those conversations was to clarify governance posture and provide direction that can guide future work, while remaining consistent with the Board's role under the Board's policy framework.

Following the retreat, the Board Chair and I worked to organize the discussion into a concise Statement of Guiding Principles. The attached document is intended to reflect the themes, expectations, and guardrails expressed by Trustees during the retreat conversations. It does not introduce new initiatives or operational proposals. Rather, it is meant to capture how the Board wishes to exercise oversight and frame future decisions.

If these principles are acceptable to the Board, they will serve as direction for administration as we continue development of:

- Strategic Plan monitoring,
- Long-range facilities stewardship,
- Compensation and workforce planning, and
- Integrated five-year financial planning.

Acceptance of the principles will allow future work to proceed with clarity regarding Board expectations, risk posture, and desired levels of information.

**Requested Action:** Affirm the attached Statement of Guiding Principles as an accurate reflection of the Board's discussion at the January retreat, and direct the President to use these principles in framing future monitoring, planning, and resource alignment work.

## Statement of Guiding Principles

During the Board Retreat, Trustees engaged in structured discussion to provide guidance on strategic stewardship, long-range capacity, financial sustainability, and compensation framework principles. The discussion focused on governance expectations rather than operational decisions.

### Strategic Plan Stewardship & Monitoring

The Board affirmed that its role in relation to the Strategic Plan is to provide governance-level stewardship, not to oversee operational implementation. In support of that role, the Board articulated the following guiding principles to inform how strategic progress is monitored and communicated going forward:

- **Strategic Plan oversight will be integrated into existing Board Monitoring Reports**, rather than managed through separate or standalone Strategic Plan updates.
- Monitoring will focus on **signals, patterns, and trends** that inform Board judgment regarding progress, institutional capacity, and emerging risk, rather than exhaustive activity-level detail.
- Information presented to the Board should be **focused, coherent, and decision-relevant**, supporting clarity and confidence rather than completeness for its own sake.
- Monitoring reports should **explicitly surface areas where progress is lagging, assumptions are not holding, or strategies are not working as intended**, so the Board can exercise informed oversight.
- Material deviations, emerging risks, or changes in underlying assumptions should be elevated to the Board in a timely manner for discussion and guidance.
- Monitoring reports should include a **President's Assessment**, reflecting the President's professional judgment regarding overall progress, challenges, and confidence in the institution's strategic direction.

The Board indicated that separate annual Strategic Plan updates are no longer necessary, provided that strategic progress, challenges, and risk are effectively addressed through the Board's existing monitoring framework. The Board emphasized a preference for monitoring approaches that reinforce candor, clarity, and trust while avoiding unnecessary data burden.

### **Facilities Master Plan – Long-Range Capacity Strategy**

The Board affirmed that its role with respect to the Facilities Master Plan (FMP) is to provide **long-range stewardship and governance-level guidance**, not to manage individual projects or implementation details. In support of that role, the Board articulated the following guiding principles to inform how facilities planning and related decisions are brought forward and evaluated over time:

- The Facilities Master Plan will be treated as a long-range strategic and decision-readiness framework, rather than as a fixed sequence of commitments or an implementation schedule.
- Facilities decisions should be guided by conservative assumptions, with deliberate attention to preserving institutional flexibility in the face of enrollment variability, financial uncertainty, and changing external conditions.
- Deferred maintenance and asset stewardship should be addressed as core risk-management responsibilities and considered alongside any proposals for new or expanded capacity.
- Facilities planning should remain adaptive, with the expectation that proposed actions may be accelerated, paused, or deferred in response to changing conditions, emerging risks, or funding opportunities.
- Before major facilities actions are brought forward, the Board expects clear assurance of strategic alignment, financial capacity within long-range planning, awareness of risks and tradeoffs, and consideration of reasonable alternatives, including deferral.
- Facilities-related monitoring and updates should emphasize key signals and risk indicators, including emerging capacity constraints, maintenance exposure, or misalignment with financial planning assumptions.
- When conditions materially change or when assumptions underlying the Facilities Master Plan no longer hold, those changes should be elevated to the Board in a timely manner for discussion and guidance.

The Board emphasized that facilities stewardship should reinforce long-range financial sustainability and flexibility, with disciplined decision-making that ensures facilities investments align with the College’s financial capacity and preserve future options.

### Workforce Stewardship (Compensation Framework)

The Board affirmed that its role with respect to the compensation framework is to provide governance-level guidance and stewardship, grounded in the Board's compensation philosophy and fiduciary responsibilities, rather than to administer compensation decisions or review individual employee outcomes. In support of that role, the Board articulated the following guiding principles to inform compensation planning, implementation, and oversight:

- The compensation framework should function as a **structured, equity-based system** that promotes internal consistency, market awareness, and long-term workforce stability.
- Compensation progression should occur within the established structure, supported by transparent and consistent modeling, and should not function as an automatic entitlement or guarantee of progression.
- Performance evaluation should influence eligibility and pacing of progression, applied consistently and fairly, rather than serve as a mechanical determinant of pay increases.
- Operational compensation practices should strive to reflect **nationally recognized professional standards and best practices** in higher education and human resources, informed by appropriate professional organizations, while remaining aligned with the College's context, financial capacity, and governance framework.
- Compensation decisions should be **paced responsibly** and aligned with the College's long-range financial capacity, recognizing that sustainability and affordability are essential to workforce stability.
- Compensation practices should support a constructive organizational culture, promoting fairness, internal equity, and retention, and reducing conditions associated with turnover or disengagement.
- Transparency for Board oversight should occur at the **aggregate and trend** level, supporting confidence in equity and sustainability while preserving employee confidentiality and administrative discretion.
- Compensation planning should be **evaluated in balance with other long-range institutional commitments**, including facilities stewardship, program investment, and financial resilience.

The Board emphasized that a sound compensation framework should reinforce fairness, accountability, sustainability, and support for workforce stability, while preserving flexibility to respond to changing conditions.

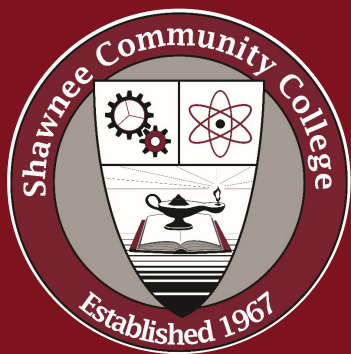
### Financial Sustainability & Five-Year Planning

The Board affirmed that its role with respect to financial sustainability is to provide long-range stewardship, risk awareness, and fiduciary oversight, rather than to direct budget mechanics or short-term financial decisions. In support of that role, the Board articulated the following guiding principles to inform five-year financial planning, committee work, and Board oversight:

- The five-year financial plan should function as an **integrated decision framework**, incorporating facilities stewardship, compensation structures, program investment and sunseting, and realistic revenue assumptions, rather than as a static forecast.
- Long-range financial assumptions should be **prudent and conservative**, particularly with respect to enrollment and revenue, while preserving flexibility to pursue strategic opportunities when conditions support them.
- Financial planning should make tradeoffs visible, clearly illustrating the implications of major commitments, risks, and alternative paths so that decisions are not made in isolation.
- The Board expects **early and transparent identification of emerging risks**, material deviations from assumptions, or pressures that may affect long-term financial capacity.
- Use of reserves, one-time resources, or other non-recurring funding sources for ongoing commitments should be **clearly surfaced and contextualized** within the five-year planning horizon.
- The Board Finance Committee is expected to **test assumptions, evaluate options, and bring forward informed recommendations** consistent with Board guidance on risk posture, integration, and sustainability.
- Financial sustainability should be evaluated in a manner that preserves future institutional flexibility, avoiding commitments that materially constrain the institution's ability to respond to changing conditions.

The Board emphasized that financial sustainability is best supported through discipline, integration, and transparency, enabling informed governance decisions while maintaining resilience over time.

## Board Memorandum

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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Dr. Tim Taylor  
 RE: Board Goals FY26 - FY27  
 Date: 02.19.26

**Background:** At the January 15, 2026, Board Retreat, Trustees discussed priorities for strengthening governance stewardship, financial oversight, facilities planning posture, and transparency expectations. Those conversations resulted in agreement on a focused set of Board Goals intended to guide the Board's work during the FY26-FY27 cycle.

The attached document organizes those goals into a concise framework aligned with the Board's responsibilities for strategic oversight, fiduciary duty, and public accountability. The goals are written to clarify the Board's governance role and are not intended to direct administrative operations.

Adoption and public posting of Board goals aligns with expectations of the [Illinois Community College Board](#) and the [Higher Learning Commission](#) regarding governing board engagement, transparency, and alignment between oversight and institutional priorities.

If approved, the goals will be posted to the College website and will guide Board agenda planning, committee emphasis, and self-evaluation conversations.

**Requested Action:** Approve the attached FY26-FY27 Board Goals and authorize their publication on the College's website.

## Board Goals (FY26–FY27)

**Purpose:** These goals guide the Board’s governance work in support of the College’s Strategic Outcomes, fiduciary responsibilities, and accreditation expectations. The goals are intended to clarify the Board’s stewardship role, inform committee work, and support effective monitoring – without extending into administrative operations.

### 1. Strengthen Strategic Stewardship and Monitoring

*Provide clear stewardship of the College’s Strategic Plan by aligning Board agendas, committee work, and monitoring discussions with adopted Strategic Outcomes and long-range institutional priorities. Emphasize the Board’s role in oversight and evaluation rather than operational implementation.*

Success is reflected when the Board has a shared understanding of strategic priorities and receives monitoring information that meaningfully demonstrates progress toward outcomes over time.

### 2. Provide Principled Financial Stewardship and Long-Range Guidance

*Establish clear governance-level guidance to support development and oversight of the College’s multi-year financial planning. Focus on sustainability, risk tolerance, and alignment between financial decisions and institutional priorities, while enabling the Board Finance Committee to carry out its work effectively.*

Success is reflected when the Board Finance Committee can confidently advise the full Board on financial tradeoffs, risks, and long-term implications of major decisions.

### 3. Exercise Long-Range Facilities and Infrastructure Stewardship

Guide facilities and infrastructure decisions by articulating Board-level principles that balance access, sustainability, fiscal responsibility, and mission impact. Ensure facilities planning is considered in relation to enrollment realities, financial capacity, and long-term institutional resilience.

Success is reflected when facilities priorities are understood in terms of strategic value, risk mitigation, and long-term cost implications rather than individual projects.

### 4. Promote Effective Governance and Transparency

*Maintain effective governance practices through regular Board self-reflection, transparent communication, and public posting of annual Board goals. Reinforce governance discipline that supports strategic focus, accountability, and public trust.*

Success is reflected when the Board’s governance practices are transparent, aligned with adopted policies, and clearly communicated to internal and external stakeholders.

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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Dr. Tim Taylor  
 RE: President Evaluation – Goals & Compliance with B3013  
 Date: 02.19.26

**Background:** Over the past year, the Board has continued refinement of the President Evaluation Instrument to strengthen alignment among Strategic Outcomes, Executive Limitations, and ongoing monitoring practices.

As of December, Trustees had reviewed all components of the instrument with the exception of the President's FY26-FY27 goals. In January, the Board Chair and I worked to finalize those goals to ensure consistency with prior Board discussion, retreat direction, and the evolving monitoring framework. The goals are attached here for the Board's review and formal affirmation.

During that same period, the Board Chair and I also reviewed the *Sustained Presidential Leadership Plan* associated with Executive Limitation **B3013**. The review confirmed that the documentation necessary to demonstrate continuity of leadership and operational stability is in place.

These steps are intended to complete the evaluation cycle and formally anchor both the goals and the compliance confirmation within the Board's governance record.

**Requested Actions:**

1. Affirm the President's FY26-FY27 goals as presented.
2. Acknowledge that the Board has reviewed the requirements of Executive Limitation **B3013** and affirms the President is in compliance.

## President's Goals Summary (FY26 – FY27)

**Purpose:** These goals are intended to support the Board's Strategic Outcomes and fiduciary responsibilities by strengthening institutional clarity, alignment, and long-term sustainability. Each goal is designed to be monitorable through established or emerging reporting mechanisms and consistent with the Board's governance role.

### 1. Finalize and Operationalize the Strategic Plan

*Complete the Strategic Plan in a manner that clearly articulates institutional priorities, intended outcomes, and success measures, while identifying key resource implications. Establish a clear framework for how progress will be monitored by the Board without extending into operational oversight.*

Success is reflected when the Board has a shared understanding of institutional direction and how progress toward outcomes will be evaluated over time.

### 2. Align Long-Range Financial Planning with Strategic Priorities

*Guide development of a multi-year financial outlook that integrates enrollment realities, demographic trends, major institutional commitments, advancement capacity, and identified risks. Ensure financial planning decisions – including the strategic use of Foundation resources – are aligned with institutional priorities and long-term sustainability.*

Success is reflected when the Board Finance Committee has clear visibility into how institutional resources—including Foundation support—contribute to long-term financial resilience and strategic priorities, and can confidently advise the full Board on related tradeoffs and risks.

### 3. Facilities Decision Readiness & Risk Stewardship

Ensure the College is prepared to responsibly execute the Facilities Master Plan by establishing clear decision gates, integrating facilities phasing with financial and enrollment scenarios, and articulating the risks and tradeoffs associated with advancing or deferring major capital investments. Position facilities decisions to align with institutional capacity, external opportunities, and long-term sustainability.

Success is reflected when facilities priorities are clearly understood in terms of mission impact, risk mitigation, and long-term cost implications.

### 4. Strengthen Institutional Culture and Leadership Capacity

*Address organizational culture and leadership expectations through intentional communication, coaching, and leadership development. Use climate and engagement data responsibly to strengthen trust, accountability, and alignment across the institution.*

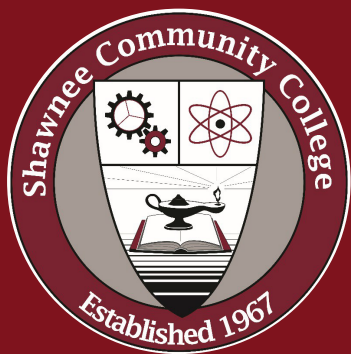
Success is reflected when facilities decisions are deliberate, data-informed, and aligned with the College's long-term capacity and risk tolerance.

### 5. Strengthen Governance Alignment and Accountability Systems

*Continue strengthening alignment among Board policy, Monitoring Reports, the President Evaluation Instrument, and the College's administrative shared governance system to ensure institutional decisions, performance monitoring, and evaluation are coherent, transparent, and grounded in Board-established priorities and limits.*

Success is reflected when governance, monitoring, and evaluation operate as a coherent and mutually reinforcing system.

## Board Memorandum

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 Dr. Kristin Shelby

To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Jeff McGoy  
 RE: College Catalog - AY27 - **(Sent Separately)**  
 Date: 02.19.26

**Background:** The College catalog serves as the institution's formal statement of academic programs, requirements, services, and student rights and responsibilities. It is the primary reference document relied upon by students and the public in understanding how the College operates.

To support recruitment, enrollment, and advising for Academic Year 2027, Board adoption of the updated catalog is required at this time.

Accreditation guidance from the Higher Learning Commission, administrative rule from the Illinois Community College Board, and College policy collectively establish expectations that *the institution maintains and publish accurate, current, and accessible information regarding academic offerings, admissions, grading practices, tuition and fees, and graduation requirements*. The proposed catalog reflects those requirements.

The document compiles content derived from Board policy, state and federal regulation, and established administrative practice.

Consistent with the College's commitment to improved user experience, the AY27 edition incorporates enhanced digital navigation features, including dynamic linking and an interactive table of contents, to help students more easily locate critical information.

**Recommendation:** I recommend the Board adopt the AY27 College Catalog presented, with an effective start date of the Fall 2026 semester.

Board Memorandum



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To: Board of Trustees  
From: Dr. Tim Taylor  
Recommending Staff: Jeff McGoy  
RE: Presentation of Fall 2025  
Date: 02.19.26

**Background:** Transcript evaluations for Fall 2025 degree and certificate applicants have been completed, and administration is pleased to present the official list of graduates (attached).

- These students have earned:26 Associate of Arts degrees
- 14 Associate of Science degrees
- 3 Associate of Applied Science degrees
- 5 Associate of General Studies degrees
- 52 One-Year Certificates
- 24 Less-Than-One-Year Certificate.

Board approval of the official list authorizes the College to confer the respective credentials and release diplomas and transcripts.

Students completing requirements in Fall 2025, Spring 2026, and Summer 2026 will be invited to participate in the May 2026 Commencement ceremony.

**Recommendation:** I recommend the Board approve the Fall 2025 graduation list as presented.



# Shawnee Community College

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## Graduation List-Fall 2025

January 29, 2026

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Prepared By:

Danielle Boyd, Registrar

SHAWNEE COMMUNITY COLLEGE  
8364 SHAWNEE COLLEGE ROAD  
ULIN, IL 62992  
(618) 634-3200  
FAX: (618) 634-3300

**Accounting**

Williams, Kailen

**Associate of Arts**

Rettinghouse-Hinkle, Ila  
Massey, Alexis  
Wright, Jayda  
Cruse, Riley  
Tolbert, Helaina  
Silliman, Brooke  
McGill, Joshua  
Steinmetz, Allison  
Smith, Carmin  
Castleman, Hayden  
Millette, Hailey  
Moore, Rajanae  
Troutt, Brianne  
Jones, Mason  
Henderson, Weston  
Detienne, Olivia  
Miller, Kaden  
Mayberry, Parker  
Sampson, Cole  
Fowler, Dakota  
Fowler, Kelsey  
Myers, Gunnar  
Ross, Brett  
Easter, Reagan  
Jacobsen, Lacey  
Wagoner, Kaitlyn

**Associate of General Studies**

Williams, Kailen  
Tolbert, Helaina  
Silliman, Brooke  
Fowler, Dakota  
Ross, Brett

**Associate of Science**

Massey, Alexis  
Wright, Jayda  
Faulkner, Christina  
Cruse, Riley  
Steinmetz, Allison

Castleman, Hayden  
Hosman, Isaac  
Moore, Rajanae  
Troutt, Brianne  
Miller, Kaden  
Mayberry, Parker  
Myers, Gunnar  
Easter, Reagan  
Jacobsen, Lacey

**Automotive Technician Assistant**

Smith, Ethan  
Snyder, Zachariah

**Certified Nurse Assistant**

Brown, Darius  
Oehlsen, Abigail  
Holt, Kenya  
Boyce, Tearis  
Duncan, Harmonei  
Lowe, Ki'Ara  
Corbitt, Marquavia  
Norton, Madeline

**Construction Management of Laborers AAS**

Overlin, Tony

**Cosmetology**

Brumley, Raelyn  
Carman, Autumn  
Bennett, Mia

**Criminal Justice AAS**

Smith, Carmin



**General Education Core**

Rettinghouse-Hinkle, Ila  
Massey, Alexis  
Wright, Jayda  
Cruse, Riley  
Davis, Aaron  
Silliman, Brooke  
McGill, Joshua  
Steinmetz, Allison  
Micheal, Megan  
Miller, Elias  
Smith, Carmin  
Castleman, Hayden  
Millette, Hailey  
Caruthers, Savannah  
Schaefer, Alexandria  
Moore, Rajanae  
Troutt, Brianne  
Jones, Mason  
Diel, Charity  
Henderson, Weston  
Detienne, Olivia  
Miller, Kaden  
Beanland, Carter  
Hale, Zoe  
Mayberry, Parker  
Sampson, Cole  
Simelton, Ja'niyah  
Fowler, Dakota  
Fowler, Kelsey  
Myers, Gunnar  
Ross, Brett  
Furlow, Jada  
Crain, Kalynn  
Easter, Reagan  
Jacobsen, Lacey  
Buretz, Rose  
Hileman, Audrey  
Farley, Taleah  
Welton, Israel  
Althoff, Jaylen  
Piercefield, Maddie  
Grove, Shelby

Fabian, Alyssa  
Clark, Maguire  
Elders, Summerlee  
Wagoner, Kaitlyn

**Internet & Computing Core Prep**

Hileman, Drake

**Medical Assistant**

Robinson, Madilyn

**Microsoft Office Specialist Prep**

Hileman, Drake  
Sanchez, Vanessa

**Nail Technology Certificate**

Murray, Scotti  
Burd, Allison  
Tolbert, Zoey  
Stokes, Ashley  
Bailey, Ronjnea  
Glover, Kayden  
Flye, Zameka  
Edwards, Victoria

**Phlebotomy**

Madlock, Mary Ann

**Truck Driving**

Henderson, Megan  
Crane, Anthony  
Peshoff, Shawn  
Palmer, Alex

## Board Memorandum

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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Dr. Melanie Pecord  
 RE: ICCTA Faculty of the Year Nomination  
 Date: 02.19.26

**Background:** Each year, the Board provides an endorsement to the Illinois Community College Trustees Association (ICCTA) for Faculty of the Year recognition. For this cycle, the faculty have selected **David Black** as their nominee.

Chosen by his peers, Mr. Black is widely respected as a dedicated educator with a deep commitment to student success both inside and outside the classroom. His contributions include:

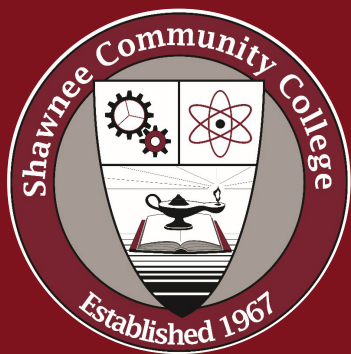
- Helping students realize their academic and professional potential
- Encouraging persistence toward completion and transfer goals
- Leading redesign efforts to reduce reliance on developmental coursework
- Implementing co-requisite models that provide additional academic support
- Serving on the Curriculum and Instruction Committee, Technology Committee, and Academic Affairs Council
- Advancing the effective integration of instructional technology across learning environments

Mr. Black fosters a learning culture centered on preparation, discovery, and applied practice. Through clear expectations, meaningful feedback, and consistent encouragement, he helps students remain focused, confident, and prepared for the next stage of their educational journey.

His leadership, innovation, and service to the College make him a strong and deserving candidate for this recognition.

**Recommendation:** I recommend the Board endorse David Black as the College's nominee for ICCTA Faculty of the Year and authorize the President to submit the nomination upon receipt of the final materials from the SCEA.

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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Dr. Tim Taylor  
 RE: Appointment of Collective Bargaining Team  
 Date: 02.19.26

**Background:** The Shawnee College Education Association, through its representative, has provided formal notice of its intent to begin preparations for contract renewal negotiations and has confirmed that representatives from the Illinois Education Association will participate in the bargaining process.

Under Illinois law, authority to negotiate on behalf of the College rests with the Board of Trustees. Establishing a bargaining team at this time will allow preparations to proceed in an organized and compliant manner, particularly in light of recent administrative transitions.

Based on institutional responsibilities and the expertise required at the table, I recommend the following individuals serve as members of the College's bargaining team:

- **Chris Clark (Chair)**
- Jeff McGoy
- Felicia Rouse
- Kristin Shelby
- Kristy Koch-Stephenson
- Ginger Harner
- Mackenzie Scherer

Because the Association will include external representation, legal counsel will participate on behalf of the College.

**Recommendation:** I recommend the Board authorize the President to assemble and direct the bargaining team outlined above, with participation by legal counsel as appropriate, and require that any tentative agreements be brought to the Board for approval.

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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Dt. Tim Taylor  
 RE: Shared Governance - Administrative Update  
 Date: 02.19.26

**Background:** As noted in #4 (under the Leadership Heading) of the *President Accountability* (B2002) policy, the President is required to communicate, as points of information, to the Board when the College changes any administrative policy, rule, guideline, and/or operating standard.

The following policies and operating standards were recommended for approval by the Executive Council on January 22, 2026, and approved by the President.

- A. **New Policies**
  - i. None
- B. **New/Revised Operating Standards**
  - i. [A7400.60](#) *Immigration Enforcement Activity & Law Enforcement Access Management*

Please direct any questions about these administrative policies and operating standards to me.

**Recommendation:** None

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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Kevin Hunsperger  
 RE: Feedback & Complaints Webpage Redesign  
 Date: 02.19.26

**Background:** Administration has consolidated the College's various feedback and complaint entry points into a single, user-centered landing page designed to improve clarity, access, and response consistency.

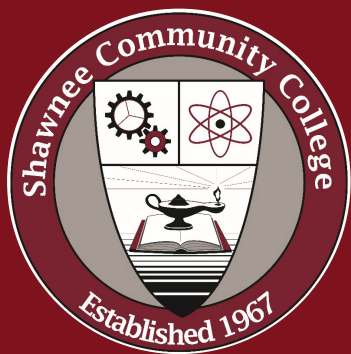
The revised webpage provides streamlined navigation for students, employees, and community members while linking each form to the policies and operating standards that guide review and resolution processes. This approach supports transparency, reinforces procedural integrity, and strengthens the College's ability to monitor themes and improve service.

Members of the leadership team — Felicia Rouse, Executive Director of Human Resources; Jeff McGoy, Vice President of Student Affairs; and Kevin Hunsperger, Executive Director of Public Information & Marketing — will provide a brief overview of the redesign and describe how the work aligns with Strategic Plan priorities related to communication, accountability, and continuous improvement.

No Board action is required.

**Recommendation:** None

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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Chris Clark  
 RE: Board Finance Committee Update  
 Date: 02.19.26

**Background:** The Board Finance Committee (BFC) met on February 2, 2026. The purpose of the meeting was to review FY27 tuition, the developing compensation framework, and the College's integrated five-year financial planning model.

A detailed summary of the discussion is attached.

The Committee's work centered on strengthening Trustee visibility into long-range sustainability, risk exposure, and the sequencing of major institutional decisions. In particular, the emerging financial model and compensation structure were reviewed for consistency with the Board's recently articulated expectations regarding conservative assumptions, transparency of tradeoffs, integration of major commitments, and preservation of institutional flexibility.

The Committee supports advancing these matters for consideration by the full Board under separate agenda items this evening.

**Recommendation:** None

## Board Finance Committee Update February 2, 2026

The Board Finance Committee met on February 2, 2026 to review FY27 tuition, the developing compensation framework, and the College's Five-Year Financial Plan. The meeting was held in accordance with the published agenda.

### Five-Year Financial Model and Risk Dashboard

The Board Finance Committee reviewed the integrated five-year financial model and Risk Dashboard. The model is designed to function as an **integrated decision framework rather than a static forecast**, linking tuition, enrollment, state funding, property tax capacity, debt service, and reserve policy into a single system that shows how Board-level assumptions translate into operating margin, liquidity, and long-term institutional flexibility.

While the framework is already providing meaningful **governance insight**, the Committee recognizes that the model is **still under development**. Over the coming months, the administration and the Committee will continue to refine and strengthen the model by:

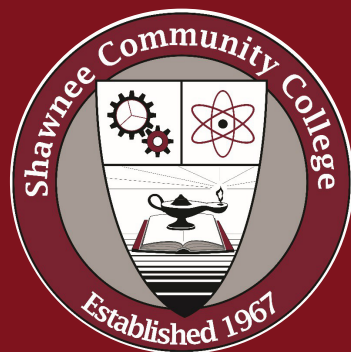
- ❖ Enhancing *capital planning*, including strategies for implementing the Facilities Master Plan and addressing deferred maintenance
- ❖ Evaluating *program and service cost margins*
- ❖ Integrating *new program development* and strategic plan initiatives
- ❖ Strengthening and aligning the *enrollment projection model*
- ❖ Refining both the *three-year budget plan* and the *five-year outlook*

Even in its current form, the model applies conservative assumptions and legal constraints, making tradeoffs visible and surfacing risks early. Under current **Base** and **Stress** scenarios, structural operating pressure and reserve erosion emerge over the planning horizon, while the **Best** scenario restores sustainability.

Based on this analysis, the Committee is confident that the recommendation to set FY27 tuition at \$150 per credit hour is appropriate and fiscally responsible.

As the model continues to mature, the Committee also intends to use it to evaluate multi-year tuition strategies, potentially allowing the Board to adopt and communicate a transparent tuition plan that could span up to five years, if desired.

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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Dr. Melanie Pecord  
 RE: Reemployment of FT Tenured Faculty  
 Date: 02.19.26

**Background:** In accordance with [110 ILCS 805/3B-2](#), the Board annually acts on the continued employment of faculty members who have attained tenure status.

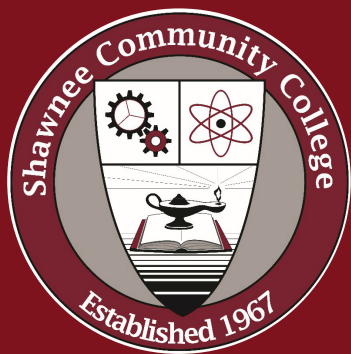
The College currently has twenty-one tenured faculty members:

Name	Discipline/Program	Years of Experience	First Contract
Armstrong, Lori	Biology/Chemistry	28	August 1997
Basler, JoElla	Psychology	22	January 2004
Black, David	Mathematics	20	August 2005
Brown, Brenda	Biology/Health	23	August 2002
Copley, Alexander	Automotive	3	August 2022
Davenport, Anna	Agriculture	4	August 2021
Dollins, April	Nursing	8	January 2018
Fontana, Sandy	English/Literature	17	August 2008
Frizzell, Tim	Speech	17	August 2008
Harris, Wendy	Cosmetology	8	August 2017
Hines, Lorena	Nursing	14	August 2011
Howard, Eric	Criminal Justice	6	January 2020
Nicolaides, Ian	Biology/Chemistry/Health	12	January 2014
Pender, Kayde	Medical Assistant	3	August 2022
Ribbing, Sheryl	Biology/Chemistry	21	August 2004
Sauerbrunn, Kayla	Nursing	10	August 2015
Sheffer, Amy	Nursing	7	June 2019
Smith-Fulia, Jesse	Sociology/Social Work	14	January 2012
Thornsberry, Ryan	English/Literature	16	August 2008
Van Alstine, Lee	Music	9	January 2017
Woolridge, Robert	English/Literature	21	August 2004

Based on review by the academic leadership team, Dr. Pecord, as Interim Chief Academic Officer, recommends continuation of employment for these individuals for Academic Year 2027.

**Recommendation:** I recommend the Board approve the continued employment of the tenured faculty members listed above for AY27.

## Board Memorandum

**Board of Trustees**

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Dr. Kristin Shelby

To: Board of Trustees  
From: Dr. Tim Taylor  
Recommending Staff: Dr. Melanie Pecord  
RE: Reemployment of Non-Tenured (Probationary) Faculty  
Date: 02.19.26

**Background:** In accordance with [110 ILCS 805/3B-2](#), the Board annually reviews the employment status of faculty members who have not yet attained tenure and determines whether they will continue in the tenure review process.

The College currently employs nine non-tenured faculty members who remain within the statutory service period required for tenure consideration:

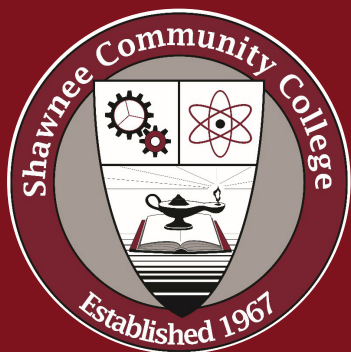
Name	Discipline/ Program	Probationary Year	Recommendation	First Contract
Kyle Schierbaum	Welding	Year 3	Continue Probationary Status (Year 4)	January 2023
Maggie Calcaterra	Psychology	Year 2	Continue Probationary Status (Year 3)	August 2024
Dr. Robinson Karunanithy	Physical Science	Year 2	Continue Probationary Status (Year 3)	August 2024
Christina Parks	Math	Year 2	Continue Probationary Status (Year 3)	January 2024
Jennifer Watkins	Math	Year 2	Continue Probationary Status (Year 3)	August 2023
Dr. Micah Spicer	Business and Computers	Year 2	Continue Probationary Status (Year 3)	August 2024
Reece Rutland	Government/ History	Year 1	Continue Probationary Status (Year 2)	August 2025
Robert Hawkins	HVAC	Year 1	Continue Probationary Status (Year 2)	January 2026
Samantha Wilcox	Welding	Year 1	Continue Probationary Status (Year 2)	January 2026

Faculty whose initial contracts begin mid-year are generally aligned to the tenure cycle consistent with institutional practice; however, advancement within that cycle remains subject to annual Board determination.

Following review through the academic leadership process, Dr. Pecord, as Interim Chief Academic Officer, recommends continuation of employment for these individuals consistent with the College's tenure review framework for Academic Year 2027.

**Recommendation:** I recommend the Board approve the employment actions as presented above for the 2026-2027 academic year.

## Board Memorandum

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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff:  
 RE: FY27 Tuition & Universal Fee Rates  
 Date: 02.19.26

**Background:** Per [110 ILCS 805/Art. VI](#) of the Illinois Community College Act and [Section 1501.505](#) of the Joint Committee on Administrative Rules, responsibility for establishing tuition rates rests with the Board.

The Board traditionally considers tuition action prior to finalization of the College Catalog and the opening of summer registration. With those milestones occurring at this meeting, this is the appropriate time to consider the recommendations reviewed by the Board Finance Committee (BFC). The BFC supports advancing the following adjustments:

**Proposed Tuition Rates (per credit-hour)**

Category	FY26	FY27
In District	\$140.00	\$150.00
Out of District	\$225.00	\$225.00
Out of State	\$235.00	\$255.00
International	\$235.00	\$255.00
Online	\$150.00	\$150.00

**Fees**

- Maintain the Universal (Technology) Fee at \$20 per credit hour.
- Maintain the High-Cost Program Fee of \$40 per credit hour for ADN, PN, Cosmetology, and Nail Tech programs to offset increasing delivery costs.

**Rationale & Financial Stewardship**

The BFC's review emphasized balancing affordability, program quality, and long-term institutional stability. The proposed action reflects the Board's expectations for transparent decision-making, prudent financial management, and preservation of the College's ability to sustain services and invest in workforce priorities.

This adjustment strengthens the College's revenue foundation while maintaining a highly competitive position within the regional peer group. As CFO Clark's ICCB comparison analysis demonstrates, the College remains among the most affordable institutions in the area.

Maintaining the Universal Fee supports continued investment in instructional technology, infrastructure, and digital access. The High-Cost Program Fee helps offset the disproportionate expense of delivering specialized programs that require additional equipment, supplies, and regulatory compliance.

**Recommendation:** I recommend the Board approve the proposed tuition, universal fee, and high-cost program fee for FY27, effective Summer 2026

Regional College Tuition & Fee Schedule for FY27											
College	In-District	Out-District	Out-State	Border	International	Online Tuition	Online Fee	Technology Fee	Student Fee	Facility Fee	*Projected Cost for 3CH In-District
John A. Logan (FY26)	\$145 CH	\$210 CH	\$242 CH		\$242 CH	\$160 CH		\$5 CH	\$65(6+CR) course		\$ 490.00
Rend Lake (FY26)	\$110 CH	\$220 CH	\$220 CH		\$220 CH	\$110 CH		\$42 CH			\$ 456.00
Southeastern (FY26)	\$110 CH	\$176 CH	\$184 CH	\$110 CH	\$192 CH	\$25 Indist/ \$45 OutDist Course		\$20 CH	\$2 CH	\$20 CH	\$ 456.00
Southeastern (FY27)	\$114 CH	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	\$ 468.00
Southwestern (FY26)	\$135 CH	\$240 CH	\$226 CH			\$135 CH		\$6 CH	\$3 CH		\$ 432.00
Three Rivers (FY26)*	\$108 CH	\$152 CH	\$152 CH	\$152 CH	\$152 CH	\$152 CH		\$57 CH	\$26 CH*		\$ 573.00
WKCTC (FY26)	\$195 CH		\$270 CH	\$195 CH		\$195 CH	\$20 CH	\$8 CH			\$ 609.00
ICCB Cohort											
Carl Sandburg (FY26)	\$181 CH	\$268 CH	\$303 CH		\$303 CH	\$181 CH			\$35 semester		\$ 578.00
Carl Sandburg (FY27)	\$190 CH	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	\$ 605.00
Highland (FY26)	\$159 CH	\$261 CH	\$266 CH	\$266 CH	\$266 CH	\$159 CH		\$28 CH	\$27 CH	\$20 per sem	\$ 662.00
Highland (FY27)	\$163 CH	TBA	TBA	TBA	TBA	TBA	TBA	\$34 CH	\$27 CH	\$20 per sem	\$ 692.00
John Wood (FY26)	\$170 CH	\$305 CH	\$305 CH			\$200 CH	\$30 CH				\$ 510.00
Sauk Valley (FY26)	\$155 CH	\$372 CH	\$415 CH			\$155 CH	\$20 CH		\$19 CH		\$ 522.00
Sauk Valley (FY27)	\$164 CH	TBA	TBA	TBA	TBA	TBA	TBA	TBA	\$19 CH		\$ 549.00
Spoon River (FY26)	\$175 CH	\$390.50 CH	\$443 CH		\$443 CH	\$210 CH			\$35 CH		\$ 630.00
Spoon River (FY27)	\$182 CH	TBA	TBA	TBA	TBA	TBA	TBA	TBA	\$35 CH		\$ 651.00
In-District	Must be less than 1/3 of per capita costs									\$ 761.26	\$ 253.75
Out-District	Minimum has to be 1.5 times highest in-district tuition rate of any neighboring contiguous Illinois Community College Districts										\$ 217.50
Out-State	Minimum is 1.67 times in-district rate										\$ 250.50

\*Three Rivers charges a student resource fee of \$26 per credit hour but this allows students immediate access to all required digital and physical course materials on the first day of classes, including textbooks, online access to digital course materials through Blackboard, lab kits, required course supplies, as well as other resources. They also have tiered tuition and these are added to the \$108 per chr rate: Tier One: Base Tuition; Tier Two Base Tuition plus \$4 per chr; Tier Three Base Tuition plus \$81 per chr; Tier Four Base Tuition plus \$205 per chr; Tier Five Base Tuition plus \$848 per chr.

## Board Memorandum

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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Dr. Melanie Pecord  
 RE: FY27 Course Fees  
 Date: 02.19.26

**Background:** Administrative Policy [A5000.85](#) provides that, *based on the cost of materials and services and for the smooth functioning of the College, the President shall recommend all fees and fee charges to the Board of Trustees for ratification prior to March 30 to be effective with the fall semester.*

To support a thorough and informed review, faculty members, department chairs, deans, and the Vice President of Academic Affairs collaborated to evaluate current course fees and recommend adjustments where appropriate. The proposed schedule seeks to balance student affordability with the resources required to deliver high-quality instruction.

Summary of proposed fee changes:

- 144 courses - No change from FY26.
- 1 course -Reduction or elimination.
- 23 courses -Increases aligned w/ instructional or material costs.
- 31 courses -Associated with new offerings or courses returning after a period of inactivity.

Dr. Pecord will be available at the meeting to address questions regarding the review process or the recommended adjustments.

**Recommendation:** I recommend the Board ratify the FY27 course fees as presented, effective beginning with the Fall 2026 semester.

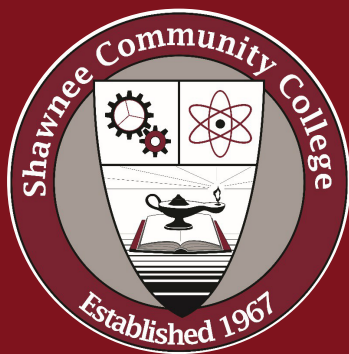
Course	AR Code	Fee FY2025	Fee FY2026	Fee FY2027	Fee Rationale (Cost Breakdown)
ADN 222	FENUR	\$130.00	\$215.00	\$135.00	\$130 plus exam soft (\$85)
ADN 223	FENUR	\$300.00	\$300.00	\$300.00	Kaplan
ADN 239	INS	\$15.00	\$15.00	\$15.00	Insurance
	LAB	\$140.00	\$140.00	\$150.00	Disposable instruction items PLUS KIT ITEMS - students not purchasing from bookstore any longer.
	FENUR	\$300.00	\$300.00	\$300.00	Kaplan
ADN 242	FENUR	\$300.00	\$300.00	\$300.00	Kaplan
ADN 247	LAB	\$20.00	\$40.00	\$50.00	Increased cost of supplies
SCC ADN	INS	\$15.00	\$15.00	\$15.00	
	FENUR	\$130.00	\$130.00	\$130.00	EHRgo
	FENUR	\$150.00	\$150.00	\$150.00	Kaplan Part Time
AGR 111	LAB	\$30.00	\$30.00	\$30.00	Lab consumables
					Lab consumables (i.e., soil, seed, ear tags, replacement veins and needles/syringes, pots, fertilizer, pesticide/herbicide)
AGR 112	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., soil, seed, ear tags, replacement veins and needles/syringes, pots, fertilizer, pesticide/herbicide)
AGR 113	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., soil, seed, ear tags, replacement veins and needles/syringes, pots, fertilizer, pesticide/herbicide)
AGR 115	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., soil, seed, ear tags, replacement veins and needles/syringes, pots, fertilizer, pesticide/herbicide)
AGR 197	INS	\$15.00	\$15.00	\$15.00	Insurance
AGR 228	TRAVEL	\$40.00	\$40.00	\$40.00	Field Trips (i.e., UT Martin, SIUC, and Snake Road)
AGR 235	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., soil, seed, ear tags, replacement veins and needles/syringes,
AGR 272	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., soil, seed, ear tags, replacement veins and needles/syringes,
AST 111	LAB	\$10.00	\$25.00	\$25.00	Telescope lens replacement/upgrade to lab activities
AST 112	LAB	\$10.00	\$25.00	\$25.00	Telescope lens replacement/upgrade to lab activities
AUT 122	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., oil, shop rags, brake fluid, brake cleaner, starter fluid, anti-sieze,
AUT 129	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., oil, shop rags, brake fluid, brake cleaner, starter fluid, anti-sieze,
AUT 130	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., oil, shop rags, brake fluid, brake cleaner, starter fluid, anti-sieze,
AUT 131	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., oil, shop rags, brake fluid, brake cleaner, starter fluid, anti-sieze,
AUT 132	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., oil, shop rags, brake fluid, brake cleaner, starter fluid, anti-sieze,
AUT 133	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., oil, shop rags, brake fluid, brake cleaner, starter fluid, anti-sieze,
AUT 135	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., oil, shop rags, brake fluid, brake cleaner, starter fluid, anti-sieze,
AUT 136	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., oil, shop rags, brake fluid, brake cleaner, starter fluid, anti-sieze,
AUT 137	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., oil, shop rags, brake fluid, brake cleaner, starter fluid, anti-sieze,
AUT 138	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., oil, shop rags, brake fluid, brake cleaner, starter fluid, anti-sieze,
AUT 139	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., oil, shop rags, brake fluid, brake cleaner, starter fluid, anti-sieze,
AUT 140	LAB		\$360.00	\$360.00	etc.)
AUT 150	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., oil, shop rags, brake fluid, brake cleaner, starter fluid, anti-sieze,
AUT 197	INS	\$15.00	\$15.00	\$15.00	Insurance
AUT 225	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., oil, shop rags, brake fluid, brake cleaner, starter fluid, anti-sieze,
AUT 230	LAB	\$30.00	\$30.00	\$30.00	Lab consumables (i.e., oil, shop rags, brake fluid, brake cleaner, starter fluid, anti-sieze,
BEL 161	LAB	\$200.00	\$200.00	\$200.00	100 ft of 12/2 ground wire (100 ft @ 2.50 a foot), 3 receptacles (3@ 1.29 a piece), 3
BEL 162	LAB	\$200.00	\$200.00	\$200.00	100 ft of 3/0 aluminum wire (100 ft @ 2.50/2.60 a foot), 100 feet #6 AWG-Copper wire
BEL 163	LAB	\$200.00	\$200.00	\$200.00	20 sticks of conduit (20 sticks @ 7.33 a stick), 10 metal boxes (10 boxes @ 1.89 a box)
BEL 165	LAB	\$200.00	\$200.00	\$200.00	Same as BEL-161 & BEL-162
BIO 111	LAB	\$50.00	\$50.00	\$50.00	dissection specimens and supplies, chemicals, glassware, microscope slides, models,
BIO 115	LAB	\$50.00	\$50.00	\$50.00	dissection specimens and supplies, chemicals, glassware, microscope slides, models,
BIO 214	TRAVEL	\$40.00	\$40.00	\$40.00	Field trips (increase due to fuel costs)
BIO 218	LAB	\$60.00	\$60.00	\$60.00	microbiology media is expensive, microscope slides, autoclave supplies, autoclave
BIO 221	LAB	\$50.00	\$60.00	\$60.00	dissection specimens ( More expensive than for BIO 111/115) and supplies, microscope
BIO 222	LAB	\$50.00	\$60.00	\$60.00	misc Lab kits (urinalysis, blood typing, etc), Vernier equipment upgrade or replacement,
BUS 195	INS	\$15.00	\$15.00	\$15.00	Insurance
BUS 197	INS		\$15.00	\$15.00	INSURANCE
CHE 111	LAB	\$50.00	\$50.00	\$50.00	chemical purchase and disposal, glassware replacement, lab equipment replacement
CHE 113	LAB	\$50.00	\$50.00	\$50.00	chemical purchase and disposal, glassware replacement, lab equipment replacement
CHE 114	LAB	\$50.00	\$50.00	\$50.00	chemical purchase and disposal, glassware replacement, lab equipment replacement
CHE 115	LAB	\$50.00	\$50.00	\$50.00	chemical purchase and disposal, glassware replacement, lab equipment replacement
CNA 120	INS	\$15.00	\$15.00	\$15.00	Insurance
	LAB	\$0.00	\$50.00	\$50.00	Was \$250 in FY 23 then zero for 24 and 25. Added back due to cost.

COM 111	LAB	\$25.00	\$25.00	\$25.00	Software and hardware updates
COM 190	LAB	\$25.00	\$25.00	\$25.00	Software and hardware updates
COM 201	LAB	\$25.00	\$25.00	\$25.00	Software and hardware updates
COM 227	LAB	\$25.00	\$25.00	\$25.00	Software and hardware updates
COM 231	LAB	\$25.00	\$25.00	\$25.00	Software and hardware updates
COM 233	LAB	\$25.00	\$25.00	\$25.00	Software and hardware updates
COM 239	LAB	\$25.00	\$25.00	\$25.00	Software and hardware updates
COM 244	LAB	\$25.00	\$25.00	\$25.00	Software and hardware updates
COM 246	LAB	\$25.00	\$25.00	\$25.00	Software and hardware updates
COM 265	LAB	\$25.00	\$25.00	\$25.00	Software and hardware updates
COM 280	LAB	\$25.00	\$25.00	\$25.00	Software and hardware updates
COM 281	LAB	\$25.00	\$25.00	\$25.00	Software and hardware updates
COM 283	LAB	\$25.00	\$25.00	\$25.00	Software and hardware updates
COS 150	INS	\$15.00	\$15.00	\$15.00	Insurance
COS 151	LAB	\$495.00	\$495.00	\$495.00	Student kit fees and consumable instructional/lab supplies (i.e., shampoo, conditioner, hair
COS 153	LAB	\$495.00	\$495.00	\$495.00	Student kit fees and consumable instructional/lab supplies (i.e., shampoo, conditioner, hair
COS 155	LAB	\$495.00	\$495.00	\$495.00	Student kit fees and consumable instructional/lab supplies (i.e., shampoo, conditioner, hair
COS 157	LAB	\$495.00	\$495.00	\$495.00	Student kit fees and consumable instructional/lab supplies (i.e., shampoo, conditioner, hair
COS 159	LAB	\$250.00	\$250.00	\$250.00	Student kit fees and consumable instructional/lab supplies (i.e., shampoo, conditioner, hair
	LAB	\$70.00	\$70.00	\$70.00	Consumable instructional/lab supplies (i.e., shampoo, conditioner, hair color, hair spray,
COS 190	INS	\$15.00	\$15.00	\$15.00	Insurance
	LAB	\$180.00	\$180.00	\$180.00	Consumable instructional/lab supplies (i.e., shampoo, conditioner, hair color, hair spray,
COS 210	LAB		\$70.00	\$70.00	Consumable instructional/lab supplies
COS 211	LAB		\$70.00	\$70.00	Consumable instructional/lab supplies
COS 212	LAB		\$70.00	\$70.00	Consumable instructional/lab supplies
COS 220	INS	\$15.00	\$15.00	\$15.00	Insurance
	LAB	\$70.00	\$70.00	\$70.00	Consumable instructional/lab supplies (i.e., shampoo, conditioner, hair color, hair spray,
COS 221	LAB	\$70.00	\$70.00	\$70.00	Consumable instructional/lab supplies (i.e., shampoo, conditioner, hair color, hair spray,
CPR 120	LAB	\$5.00	\$5.00	\$5.00	Card
EDU 110	LAB	\$30.00	\$30.00	\$55.00	Background checks for lab/classroom observations and participation.
EMR 118	INS	\$0.00	\$35.00	\$40.00	Course supplies (disposable dressing/splinting supplies)
EMT 160	INS	\$15.00	\$15.00	\$15.00	Insurance
	LAB	\$40.00	\$100.00	\$105.00	Disposable supplies, Supply cost increase, Testing platform EMS Testing
HAC 111	LAB	\$80.00	\$80.00	\$80.00	Lab Consumables
HAC 113	LAB	\$50.00	\$50.00	\$50.00	Lab Consumables
HAC 130	LAB	\$50.00	\$50.00	\$50.00	Lab Consumables
HAC 160	LAB	\$40.00	\$40.00	\$40.00	Lab Consumables
HAC 211	LAB	\$80.00	\$80.00	\$80.00	Lab Consumables
HAC 212	LAB	\$60.00	\$60.00	\$60.00	Lab Consumables
HAC 213	LAB	\$30.00	\$30.00	\$30.00	Lab Consumables
HAC 220	LAB	\$50.00	\$50.00	\$50.00	Lab Consumables
HAC 230	LAB	\$30.00	\$30.00	\$30.00	Lab Consumables
HAC 260	LAB	\$60.00	\$60.00	\$60.00	Lab Consumables
HEA 160	LAB	\$30.00	\$30.00	\$30.00	Lab Consumables
HEA 260	LAB	\$145.00	\$145.00	\$145.00	Lab Consumables
MA 101	LAB	\$120.00	\$120.00	\$125.00	
	INS	\$15.00	\$15.00	\$15.00	Insurance
MA105		\$50.00	\$50.00	\$50.00	Disposable supplies
MA 106		\$50.00	\$50.00	\$50.00	Disposable supplies
MA 107		\$50.00	\$50.00	\$50.00	Disposable supplies
MUS 117	LAB	\$85.00	\$85.00	\$85.00	\$70 for instrumental rental/repairs/upkeep and \$15 for books and supplies
NLT 130	INS	\$15.00	\$15.00	\$15.00	Insurance
NLT 131	LAB	\$565.00	\$565.00	\$565.00	Student kit fees and consumable instructional/lab supplies (i.e., acrylic, polish, polish
NLT 133	LAB	\$565.00	\$565.00	\$565.00	Student kit fees and consumable instructional/lab supplies (i.e., acrylic, polish, polish
OSH 101	LAB	\$20.00	\$20.00	\$20.00	Osha Card (\$8), printed booklet and postage
OSH 102	LAB	\$20.00	\$20.00	\$20.00	Osha Card

Course	AR Code	Fee FY2025	Fee FY2026	Fee FY2027	Fee Rationale (Cost Breakdown)
WEL101	LAB			\$20.00	consumables for lab instruction
WEL102	LAB			\$20.00	consumables for lab instruction
WEL103	LAB			\$20.00	consumables for lab instruction
WEL105	LAB			\$20.00	consumables for lab instruction
WEL106	LAB			\$20.00	consumables for lab instruction
WEL107	LAB			\$20.00	consumables for lab instruction
WEL108	LAB			\$20.00	consumables for lab instruction
WEL109	LAB			\$20.00	consumables for lab instruction
WEL110	LAB			\$20.00	consumables for lab instruction
WEL112	LAB			\$20.00	consumables for lab instruction
WEL114	LAB			\$20.00	consumables for lab instruction
WEL115	LAB			\$20.00	consumables for lab instruction
WEL116	LAB			\$20.00	consumables for lab instruction
WEL117	LAB			\$20.00	consumables for lab instruction
WEL118	LAB			\$20.00	consumables for lab instruction
WEL119	LAB			\$20.00	consumables for lab instruction
WEL121	LAB			\$20.00	consumables for lab instruction
WEL164	LAB			\$20.00	consumables for lab instruction
WEL165	LAB			\$20.00	consumables for lab instruction
WEL167	LAB			\$20.00	consumables for lab instruction

OTA 100	LAB	\$50.00	\$50.00	\$50.00	class base fee \$50
OTA 110	LAB	\$80.00	\$80.00	\$80.00	Doculearn subscription \$30 and class base fee \$50
	INS	\$15.00	\$15.00	\$15.00	Insurance
OTA 112	LAB	\$75.00	\$75.00	\$75.00	gait belt and class base fee \$50
OTA 120	LAB	\$115.00	\$125.00	\$125.00	class activity supplies and class base fee \$50
OTA 122	LAB	\$100.00	\$50.00	\$100.00	course revision increased lab consumable cost to meet ACOTE standards.
OTA 131	LAB	\$50.00	\$50.00	\$50.00	class base fee \$50
OTA 132	LAB	\$50.00	\$50.00	\$50.00	Any general supplies needed for class/lab supplies and online videos for clinical time
OTA 133	LAB	\$50.00	\$50.00	\$50.00	class base fee \$50
OTA 134	LAB	\$50.00	\$50.00	\$50.00	class base fee \$50
OTA 200	LAB	\$50.00	\$50.00	\$50.00	class base fee \$50
OTA 205	LAB	\$100.00	\$100.00	\$100.00	class activity supplies and class base fee \$50
OTA 210	LAB	\$80.00	\$80.00	\$80.00	goniometers and class base fee \$50
OTA 217	LAB	\$375.00	\$375.00	\$375.00	TherapyEd review course (1/2) \$105, NBCOT Exam (1/2) \$270
OTA 218	LAB	\$375.00	\$375.00	\$375.00	TherapyEd review course (1/2) \$105, NBCOT Exam (1/2) \$270
OTA 230	LAB	\$50.00	\$50.00	\$80.00	Doculearn program increase cost/2yr subscription
	INS	\$15.00	\$15.00	\$15.00	Insurance
OTA 231	LAB	\$100.00	\$100.00	\$100.00	OTKE fee \$15, class activity supplies and class base fee \$50
OTA 232	LAB	\$50.00	\$50.00	\$50.00	class base fee \$50
OTA 250	LAB	\$50.00	\$50.00	\$50.00	class base fee \$50
PE 218	LAB	\$30.00	\$30.00	\$30.00	Athletic Center Fee
PE 219	LAB	\$30.00	\$30.00	\$30.00	Athletic Center Fee
PE 220	LAB	\$30.00	\$30.00	\$30.00	Athletic Center Fee
PE 221	LAB	\$30.00	\$30.00	\$30.00	Athletic Center Fee
PE 222	LAB	\$30.00	\$30.00	\$30.00	Athletic Center Fee
PHB 120	INS	\$15.00	\$15.00	\$15.00	Insurance (keep as students practice on each other in class)
	LAB	\$35.00	\$40.00	\$50.00	Disposable supplies/slight increase inflation adjustment
PHB 121	INS	\$15.00	\$15.00	\$15.00	Added after list created per Felicia 3-1-23
PHY 116	LAB	\$50.00	\$50.00	\$50.00	PHY equipment needs to be inventoried/updated with hire of R. Karunanithy
PHY 117	LAB	\$50.00	\$50.00	\$50.00	PHY equipment needs to be inventoried/updated with hire of R. Karunanithy
PHY 216	LAB	\$50.00	\$50.00	\$50.00	PHY equipment needs to be inventoried/updated with hire of R. Karunanithy
PHY 217	LAB	\$50.00	\$50.00	\$50.00	PHY equipment needs to be inventoried/updated with hire of R. Karunanithy
PN 112	FENUR	\$150.00	\$150.00	\$150.00	Now Course; Supplies and IV Kit- students not purchasing from bookstore any longer.
PN 115	INS	\$15.00	\$15.00	\$15.00	Insurance
PN 117	FENUR	\$235.00	\$240.00	\$200.00	Kaplan plus White Book (handed out at bootcamp)
PN 121	FENUR	\$0.00	\$85.00	\$100.00	ExamSoft added
PN 126	FENUR	\$130.00	\$140.00	\$140.00	EHRGo Fee increased
	LAB	\$50.00	\$50.00	\$50.00	Medications, injectionsmedications, injections - increased cost
PN 128	FENUR	\$200.00	\$200.00	\$200.00	Kaplan fees and ihuman/term
	LAB	\$150.00	\$150.00	\$150.00	longer.
PN 129	FENUR	\$200.00	\$200.00	\$200.00	Kaplan fees and ihuman/term
SCC PN	INS	\$15.00	\$15.00	\$15.00	Insurance
	FENUR	\$130.00	\$130.00	\$140.00	
	FENUR	\$100.00	\$140.00	\$140.00	Part-time/ Second Year Kaplan
PS 218	LAB	\$30.00	\$30.00	\$30.00	Senior rate for Athletic Center
PS 318	LAB	\$90.00	\$90.00	\$90.00	Community rate for Athletic Center
PWS101	LAB			\$40.00	lab consumables
PWS102	LAB			\$30.00	lab consumables
pWS103	LAB			\$40.00	lab consumab;es
PWS104	LAB			\$40.00	lab consumables
PWS105	LAB			\$30.00	lab consumables
PWS201	LAB			\$40.00	lab consumables
PWS202	LAB			\$30.00	lab consumables
PWS204	LAB			\$40.00	lab consumables
PWS205	LAB			\$40.00	lab consumables
PWS206	LAB			\$40.00	lab consumables
PWS210	INS			\$15.00	insurance
SW 199	INS	\$15.00	\$15.00	\$15.00	Insurance
TDR 167	LAB	\$750.00	\$750.00	\$750.00	FACILITIES AND TESTING
TDR 166	LAB		\$2,250.00	\$2,250.00	STATE REGULATION REQUIRMENTS
TDR 176	LAB	\$2,500.00	\$2,500.00	\$2,500.00	STATE REGULATION REQUIRMENTS
TDR 198	INS	\$15.00	\$15.00	\$15.00	Insurance
WEL 122	LAB	\$60.00	\$60.00	\$60.00	Consumable instructional/lab supplies (i.e., gas, steel, aluminum, electrodes)
WEL 123	LAB	\$60.00	\$60.00	\$60.00	Add to list per Felicia 3-1-2023
WEL 124	LAB	\$70.00	\$70.00	\$70.00	Consumable instructional/lab supplies (i.e., gas, steel, aluminum, electrodes)
WEL 125	LAB	\$60.00	\$60.00	\$60.00	Consumable instructional/lab supplies (i.e., gas, steel, aluminum, electrodes)
WEL 128	LAB	\$60.00	\$60.00	\$60.00	Consumable instructional/lab supplies (i.e., gas, steel, aluminum, electrodes)
WEL 160	LAB	\$60.00	\$60.00	\$60.00	Consumable instructional/lab supplies (i.e., gas, steel, aluminum, electrodes)
WEL 122	INS	\$15.00	\$15.00	\$15.00	Insurance

## Board Memorandum

**Board of Trustees**

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To: Board of Trustees  
 From: Dr. Tim Taylor  
 Recommending Staff: Jeff McGoy  
 RE: FAS Service Agreement Extension  
 Date: 02.19.26

**Background:** Due to vacancies and limited internal capacity within the College's Financial Aid Office, the College engaged contracted services to ensure continuity of operations and compliance with federal and state financial aid requirements.

The Board previously authorized contractor services with a not-to-exceed amount of \$80,000 at its July 17, 2025 regular meeting. In December 2025, an eight-week continuation of services was implemented to sustain operations during a period of elevated workload and regulatory exposure.

Following reconciliation with Business Services, total expenditures reached \$93,201.85, exceeding the Board authorization by \$13,201.85.

During this period, the College conducted recruitment for the Financial Aid Director position. Five individuals applied; only one possessed partial financial aid experience and later declined to interview. As a result, the College remained without permanent internal leadership in a high-risk compliance area and continued to rely on contracted expertise to protect students and institutional standing.

All services performed were within the approved scope of work and were necessary to maintain aid processing, reporting, and regulatory compliance. However, because the spending exceeded the Board-approved limit, formal ratification is required.

Business Services has verified that sufficient budget capacity exists within Financial Aid and contingency allocations to cover both the prior overage and the proposed continuation. No new or unplanned funding is required.

The proposed extension will allow the contractor to complete in-progress work, support onboarding or interim staffing arrangements, provide training, and reduce compliance risk during transition.

**Recommendation-1:** I recommend the Board ratify expenditures exceeding the original not-to-exceed amount in the total of \$13,201.85; and

**Recommendation-2:** I recommend the Board authorize the President to execute a continuation of contractor services for up to twelve (12) weeks, not to exceed \$80,000.